

# Archived Information

## Fulbright-Hays Doctoral Dissertation Research Abroad Program

### Fiscal Year 2012 Application Materials

**CLOSING DATE: June 14, 2012**



**CFDA No. 84.022A**

**OMB No. 1840-0005  
Expiration Date: 07/31/2013**

**U.S. Department of Education  
1990 K Street, N.W., 6<sup>th</sup> Floor, Washington, DC 20006-8521  
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OMB No. 1840-0005  
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**Doctoral Dissertation Research Abroad Program**  
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## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a grant under the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program. Included in this application booklet are the program introduction, instructions, and forms needed to submit a complete application package to the U.S. Department of Education.

Institutional grants awarded under the DDRA program provide fellowships to enable doctoral students enrolled in modern foreign language and area studies programs at U.S. institutions of higher education to conduct dissertation research overseas for 6-12 months.

This letter highlights a few items in the Fiscal Year (FY) 2012 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the DDRA program is accessible at the U.S. Department of Education's Web site at:

<http://www.ed.gov/programs/iegpsddrap/index.html>

Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines the absolute and competitive priorities as well as other program and competition details.

A DDRA application must be submitted on behalf of the applicant doctoral student by a U.S. institution of higher education (IHE). In order for institutions to apply electronically, representatives from IHEs (i.e., project directors) must register in the G5 e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to: [ddra@ed.gov](mailto:ddra@ed.gov): first and last name of the project director, university, and e-mail address. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the G5 e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than two weeks prior to the closing date, in order to facilitate timely submission of their electronic applications. Please note that the project director cannot be the student applicant.

A list of DDRA institutions and program project directors who have registered in G5 e-Application in previous years is included in this application. If your institution is not listed, or your project director has changed, please contact Amy Wilson at [ddra@ed.gov](mailto:ddra@ed.gov) with the above information as soon as possible.

The Department of Education requires that applications for FY 2012 grants under the DDRA program be submitted electronically using the Department's G5 e-Application system. The G5 e-Application system is accessible through its portal page at:

[www.G5.gov](http://www.G5.gov)

The application must be submitted on or before the deadline date. Electronic submission of applications via the G5 e-Application system is required. You must submit an electronic application unless you qualify for one of the exceptions to the electronic submission requirements as determined by the Closing Date Notice. If you think you may need an exception, you are urged to review the requirements promptly. Applications submitted late will not be accepted. The

Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

You are reminded that the document published in the Federal Register (the Closing Date Notice) is the official document and that you should not rely upon any information that is inconsistent with the guidance contained in the official document.

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

Sincerely,

/s/

Sylvia W. Crowder, Ph.D.  
Acting Deputy Assistant Secretary  
International and Foreign Language  
Education

## Competition Highlights

1. Please note the following program priorities:
  - a. Absolute: We consider only applications that meet this priority. This priority is: A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on the following countries are not eligible:  
Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, or Vatican City.
  - b. Competitive Preference Priority 1: A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs).  
Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.
  - c. Competitive Preference Priority 2: Research projects that are proposed by applicants using advanced language proficiency in one of the 78 LCTLs listed in Competitive Preference Priority 1 in their research and are in the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology.

2. Please note that these priorities are explained in detail in the Closing Date Notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.
3. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30:00 pm EST. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
4. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2012 and qualify for one of the (rare) exceptions to the electronic submission requirement.
5. All applicants are required to adhere to the 10-page limit for the Project Narrative and two- page limit for the bibliography portion of the application.
6. A font standard in the notice requires that you use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow)** will not be accepted.
7. Student applicants must now upload transcripts into their student applications. The transcripts must be scanned into one document and then uploaded.

Applications for grants under this program must be submitted electronically using the G5 e-Application system, accessible through the Department's G5 site: [www.G5.gov](http://www.G5.gov). If you need assistance, please contact the Help Desk, as noted on G5's Home page, or refer to the procedures and tips for applicants found in this application booklet.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

4001-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Fulbright-Hays Doctoral  
Dissertation Research Abroad (DDRA) Fellowship Program

AGENCY: Office of Postsecondary Education, Department of  
Education.

ACTION: Notice.

Overview Information:

Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA)  
Fellowship Program

Notice inviting applications for new awards for fiscal year  
(FY) 2012.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.022A.

Dates:

Applications Available: May 15, 2012.

Deadline for Transmittal of Applications: June 14, 2012.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays DDRA Fellowship  
Program provides opportunities to doctoral candidates to  
engage in full-time dissertation research abroad in modern  
foreign languages and area studies. The program is

designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States.

Priorities: This notice contains one absolute priority and two competitive preference priorities, which are explained in the following paragraphs. In accordance with 34 CFR 75.105(b)(2)(ii), these priorities are from the regulations for this program (34 CFR 662.21(d)).

Absolute Priority: For FY 2012, this priority is an absolute priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet this priority.

This priority is:

A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on the following countries are not eligible: Andorra, Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom, or Vatican City.

Competitive Preference Priorities: Within this absolute priority, we give competitive preference to applications that address one or both of the following priorities.

For FY 2012, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2) and 34 CFR 662.21(d)(2), we award an additional five points to an application for each competitive preference priority it meets (up to 10 additional points).

These priorities are:

Competitive Preference Priority 1 (5 points): A research project that focuses on any of the 78 languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs), as follows:

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or

Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

Competitive Preference Priority 2 (5 points): Research projects that are proposed by applicants using advanced language proficiency in one of the 78 LCTLs listed in Competitive Preference Priority 1 in their research and are in the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology.

Program Authority: 22 U.S.C. 2452(b)(6).

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 81, 82, 84, 86, 97, 98, and 99. (b) The Education Department suspension and debarment regulations in 2 CFR part 3485. (c) The regulations for this program in 34 CFR part 662.

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

II. Award Information

Type of Award: Discretionary grants redistributed as fellowships to individual beneficiaries.

Note: Based on language included in the Department of Education Appropriations Act for FY 2012, the Department may use funds to support the applications of individuals who are participating in advanced language training and international studies in areas vital to United States national security and who plan to apply their language skills and knowledge of these countries in the fields of government, international development, and the professions. Therefore, students planning to apply their language skills in these fields and those planning teaching careers are eligible to apply for this program.

Estimated Available Funds: \$3,227,000.

Estimated Range of Fellowship Awards: \$15,000 to \$60,000.

Estimated Average Size of Fellowship Awards: \$36,000.

Estimated Number of Fellowship Awards: 90.

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

Project Period: The institutional project period is 18 months, beginning October 1, 2012. Students may request funding for a period of no less than 6 months and no more than 12 months.

III. Eligibility Information

1. Eligible Applicants: IHEs. As part of the application process, students submit individual applications to the IHE. The IHE then officially submits all eligible individual student applications with its grant application to the Department.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: Both IHEs and student applicants can obtain an application package via the Internet at [www.G5.gov](http://www.G5.gov) or from Amy Wilson, International and Foreign Language Education, U.S. Department of Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8521. Telephone: (202) 502-7689; or, by e-mail: [ddra@ed.gov](mailto:ddra@ed.gov).

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

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) by contacting the program contact person listed in this section.

2. Content and Form of Application Submission: Requirements concerning the content of an application,

together with the forms the applicant must submit, are in the application package for this program.

Page Limit: The application narrative is where the student applicant addresses the selection criteria that reviewers use to evaluate the application. The student applicant must limit the application narrative to no more than 10 pages and the bibliography to no more than 2 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. However, student applicants may single space all text in charts, tables, figures, graphs, titles, headings, footnotes, endnotes, quotations, bibliography, and captions.
- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch). Student applicants may use a 10 point font in charts, tables, figures, graphs, footnotes, and endnotes. However, these items are considered part of the narrative and counted within the 10-page limit.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted

in any other font (including Times Roman or Arial Narrow) will not be accepted.

The page limits only apply to the application narrative and bibliography. The page limits do not apply to the Application for Federal Assistance face sheet (SF 424), the supplemental information form required by the Department of Education, or the assurances and certification. However, student applicants must include their complete responses to the selection criteria in the application narrative.

We will reject a student applicant's application if the application exceeds the page limits.

3. Submission Dates and Times:

Applications Available: May 15, 2012.

Deadline for Transmittal of Applications: June 14, 2012.

Applications for grants under this program must be submitted electronically using the G5 e-Application system accessible through the Department's G5 site. For information (including dates and times) about how to submit an IHE's application electronically, or in paper format by mail or hand delivery if an IHE qualifies for an exception to the electronic submission requirement, please refer to Section IV. 7. Other Submission Requirements of this notice.

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

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

4. Intergovernmental Review: This program is not subject to Executive Order 12372 and the regulations in 34 CFR part 79.

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

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);

b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

7. Other Submission Requirements: Applications for grants under this program must be submitted electronically unless an IHE qualifies for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Fulbright-Hays DDRA Fellowship Program, CFDA number 84.022A, must be submitted electronically using the G5 e-Application system, accessible through the Department's G5 site: [www.G5.gov](http://www.G5.gov).

We will reject an application if an IHE submits it in paper format unless, as described elsewhere in this section, the IHE qualifies for one of the exceptions to the electronic submission requirement and submits, no later than two weeks before the application deadline date, a written statement to the Department that the IHE qualifies for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

While completing the electronic application, both the IHE and the student applicant will be entering data online, which will be saved into a database. Neither the IHE nor

the student applicant may e-mail an electronic copy of a grant application to us.

Please note the following:

- The process for submitting applications electronically under the Fulbright-Hays DDRA Fellowship Program has several parts. The following is a brief summary of the process; however, all applicants should review and follow the detailed description of the application process that is contained in the application package. In summary, the major steps are:

- (1) IHEs must e-mail the following information to [ddra@ed.gov](mailto:ddra@ed.gov): name of university and full name and e-mail address of potential project director. We recommend that applicant IHEs submit this information as soon as possible to ensure that they obtain access to the G5 e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than two weeks prior to the closing date in order to facilitate timely submission of their applications;

- (2) Students must complete their individual applications and submit them to their IHE's project director using G5 e-Application;

- (3) Persons providing references for individual students must complete and submit reference forms for the

students and submit them to the IHE's project director using the G5 e-Application; and

(4) The IHE's project director must officially submit the IHE's application, which must include all eligible individual student applications, reference forms, and other required forms, using the G5 e-Application.

- The IHE must complete the electronic submission of the grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The G5 e-Application will not accept an application for this competition after 4:30:00 p.m., Washington, DC time, on the application deadline date. Therefore, we strongly recommend that both the IHE and the student applicant not wait until the application deadline date to begin the application process.

- The hours of operation of the G5 Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until 8:00 p.m. Sunday, Washington, DC time. Please note that, because of maintenance, the system is unavailable between 8:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time. Any modifications to these hours are posted on the G5 Web site.

- Student applicants will not receive additional point value because the student submits his or her

application in electronic format, nor will we penalize the IHE or student applicant if the applicant qualifies for an exception to the electronic submission requirement, as described elsewhere in this section, and submits an application in paper format.

- IHEs must submit all documents electronically, including all information typically provided on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Both IHEs and student applicants must upload any narrative sections and all other attachments to your application as files in a PDF (Portable Document) read-only, non-modifiable format. Do not upload an interactive or fillable PDF file. If you upload a file type other than a read-only, non-modifiable PDF or submit a password-protected file, we will not review that material.

- Student transcripts must be submitted electronically through the G5 e-Application system.

- Both the IHE's and the student applicant's electronic applications must comply with any page limit requirements described in this notice.

- Prior to submitting your electronic application, you may wish to print a copy of it for your records.

- After the individual student applicant electronically submits his or her application to the student's IHE, the student will receive an automatic acknowledgment. In addition, the applicant IHE's project director will receive a copy of this acknowledgment by e-mail. After a person submits a reference electronically, he or she will receive an online confirmation. After the applicant IHE submits its application, including all eligible individual student applications, to the Department, the applicant IHE will receive an automatic acknowledgment, which will include a PR/Award number (an identifying number unique to the IHE's application).

- Within three working days after submitting the IHE's electronic application, the IHE must fax a signed copy of the SF 424 to the Application Control Center after following these steps:

- (1) Print SF 424 from G5 e-Application.

- (2) The applicant IHE's Authorizing Representative must sign this form.

- (3) Place the PR/Award number in the upper right hand corner of the hard-copy signature page of the SF 424.

(4) Fax the signed SF 424 to the Application Control Center at (202) 245-6272.

- We may request that you provide us original signatures on other forms at a later date.

Application Deadline Date Extension in Case of G5 e-

Application Unavailability: If an IHE is prevented from electronically submitting its application on the application deadline date because the G5 e-Application is unavailable, we will grant the IHE an extension of one business day to enable the IHE to transmit its application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) The IHE is a registered user of the G5 e-Application and the IHE has initiated an electronic application for this competition; and

(2) (a) The G5 e-Application is unavailable for 60 minutes or more between the hours of 8:30 a.m. and 3:30 p.m., Washington, DC time, on the application deadline date; or

(b) The G5 e-Application is unavailable for any period of time between 3:30 p.m. and 4:30:00 p.m., Washington, DC time, on the application deadline date.

We must acknowledge and confirm these periods of unavailability before granting the IHE an extension. To

request this extension or to confirm our acknowledgment of any system unavailability, an IHE may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see Section VII. Agency Contact) or (2) the G5 help desk at 1-888-336-8930. If G5 e-Application is unavailable due to technical problems with the system and, therefore, the application deadline is extended, an e-mail will be sent to all registered users who have initiated the G5 e-Application. Extensions referred to in this section apply only to the unavailability of the G5 e-Application.

Exception to Electronic Submission Requirement: An IHE qualifies for an exception to the electronic submission requirement, and may submit its application in paper format, if the IHE is unable to submit an application through the G5 e-Application because--

- The IHE or a student applicant does not have access to the Internet; or

- The IHE or a student applicant does not have the capacity to upload large documents to the G5 e-Application; and

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on

a Federal holiday, the next business day following the Federal holiday), the IHE mails or faxes a written statement to the Department, explaining which of the two grounds for an exception prevents the IHE from using the Internet to submit its application. If an IHE mails a written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If an IHE faxes its written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax this statement to: Amy Wilson, U.S. Department of Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8521. FAX: (202) 502-7860.

The IHE's paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If an IHE qualifies for an exception to the electronic submission requirement, the IHE may mail (through the U.S. Postal Service or a commercial carrier) its application to the Department. The IHE must mail the original and two copies of the application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number84.022A)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

The IHE must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If the IHE mails its application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If the IHE's application is postmarked after the application deadline date, we will not consider its application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, the IHE should check with its local post office.

c. Submission of Paper Applications by Hand Delivery.

If an IHE qualifies for an exception to the electronic submission requirement, the IHE (or a courier service) may deliver its paper application to the Department by hand. The IHE must deliver the original and two copies of the application, by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
550 12th Street, SW.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

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

Note for Mail or Hand Delivery of Paper Applications: If an IHE mails or hand delivers its application to the Department--

(1) The IHE must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the

competition under which the IHE is submitting its application; and

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

#### V. Application Review Information

1. General: For FY 2012, student applications are divided into seven categories based on the world area focus of their research projects, as described in the absolute priority listed in this notice. Language and area studies experts in discrete world area-based panels will review the student applications. Each panel reviews, scores, and ranks its applications separately from the applications assigned to the other world area panels. However, all fellowship applications will be ranked together from the highest to lowest score for funding purposes.

2. Selection Criteria: The selection criteria for this competition are from 34 CFR 662.21 and are listed in the following paragraphs. The maximum score for all of the criteria, including the competitive preference priorities,

is 110 points. The maximum score for each criterion is indicated in parentheses.

Quality of proposed project (60 points): The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers--

(1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used (15 points);

(2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline (10 points);

(3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality, and availability of data for the research in the host country or countries (10 points);

(4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad (10 points);

(5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with

scholars and officials of the host country or countries (5 points); and

(6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field (10 points).

Qualifications of the applicant (40 points): The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers--

(1) The overall strength of the applicant's graduate academic record (10 points);

(2) The extent to which the applicant's academic record demonstrates strength in area studies relevant to the proposed project (10 points);

(3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers (15 points); and

(4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both (5 points).

3. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

4. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable, has a history of unsatisfactory performance, has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable, has not fulfilled the conditions of a prior grant, or is otherwise not responsible.

## VI. Award Administration Information

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

If a student application is not evaluated or not selected for funding, we notify the IHE.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section in this notice.

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

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. Grantees are required to use the electronic data instrument International Resource Information System (IRIS) to complete the final report. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html).

4. Performance Measures: Under the Government Performance and Results Act of 1993, the objective for the Fulbright-Hays DDRA Fellowship Program is to provide grants to colleges and universities to fund individual doctoral students to conduct research in other countries in modern foreign languages and area studies for periods of 6 to 12 months.

The Department will use the following DDRA measures to evaluate its success in meeting this objective:

Performance Measure 1: The average language competency score of Fulbright-Hays DDRA Fellowship

recipients at the end of their period of research minus their average score at the beginning of the period.

Efficiency measure: Cost per grantee of increasing language competency by at least one level in at least one area.

The information provided by grantees in their performance report submitted via IRIS will be the source of data for this measure. Reporting screens for institutions and fellows may be viewed at:

[http://iris.ed.gov/iris/pdfs/DDRA\\_director.pdf](http://iris.ed.gov/iris/pdfs/DDRA_director.pdf).

[http://iris.ed.gov/iris/pdfs/DDRA\\_fellows.pdf](http://iris.ed.gov/iris/pdfs/DDRA_fellows.pdf).

#### VII. Agency Contact

For Further Information Contact: Amy Wilson, International and Foreign Language Education, U.S. Department of Education, 1990 K Street NW., room 6082, Washington, DC 20006-8521. Telephone: (202) 502-7689 or by e-mail: [ddra@ed.gov](mailto:ddra@ed.gov).

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

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print,

audiotape, or compact disc) on request to the program contact person listed under For Further Information Contact in Section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at:

[www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available for free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Eduardo M. Ochoa,  
Assistant Secretary for  
Postsecondary Education

**HIGHER EDUCATION PROGRAMS; 34 CFR PARTS 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, AND 669; FINAL REGULATIONS. [OPE]FR Doc 05-5547**

[Federal Register: March 21, 2005 (Volume 70, Number 53)]

[Rules and Regulations]

[Page 13371-13377]

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**DEPARTMENT OF EDUCATION**

34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662,  
**663, 664, AND 669**

**HIGHER EDUCATION PROGRAMS**

**AGENCY: OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION.**

**ACTION: FINAL REGULATIONS.**

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**PART 662--FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD  
FELLOWSHIP PROGRAM**

40. The authority citation for part 662 continues to read as follows:

Authority: Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.

41. Section 662.21 is amended by—

- A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear;
- B. In paragraph (c)(2), removing the word “a”; and
- C. Revising paragraph (a) to read as follows:

Sec. 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?

- (a) General. The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

## TITLE 34--EDUCATION

### CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

#### PART 662--FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD FELLOWSHIP PROGRAM

##### Section Contents

##### Subpart A--General

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§ 662.4 What is the amount of a fellowship?

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§ 662.7 What definitions apply to this program?

##### Subpart B--Applications

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§ 662.11 What is the role of the institution in the  
application process?

##### Subpart C--Selection of Fellows

§ 662.20 How is a Fulbright-Hays Doctoral Dissertation  
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##### Subpart D--Post-award Requirements for Institutions

§ 662.30 What are an institution's responsibilities after  
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##### Subpart E--Post-award Requirements for Fellows

§ 662.41 What are a fellow's responsibilities after the  
award of a fellowship?

§ 662.42 How may a fellowship be revoked?

**Authority:** Section 102(b)(6) of the Mutual Educational  
and Cultural Exchange Act of 1961 (Fulbright-Hays Act),  
22 U.S.C. 2452(b)(6), unless otherwise noted.

**Source:** 63 FR 46361, Aug. 31, 1998, unless otherwise  
noted.

##### Subpart A--General

**§ 662.1 What is the Fulbright-Hays Doctoral  
Dissertation Research Abroad Fellowship Program?**

(a) The Fulbright-Hays Doctoral Dissertation Research Abroad  
Fellowship 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  
opportunities for scholars to conduct research abroad.

(b) Under the program, the Secretary awards fellowships,  
through institutions of higher education, to doctoral candidates  
who propose to conduct dissertation research abroad in  
modern foreign languages and area studies.

(Authority: 22 U.S.C. 2452(b)(6))

**§ 662.2 Who is eligible to receive an institutional  
grant under this program?**

An institution of higher education is eligible to receive an  
institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

**§ 662.3 Who is eligible to receive a fellowship under  
this program?**

An individual is eligible to receive a fellowship if the  
individual—

(a)(1) Is a citizen or national of the United States; or

(2) Is a permanent resident of the United States;

(b)(1) Is a graduate student in good standing at an institution of  
higher education; and

(2) When the fellowship period begins, is admitted to  
candidacy in a doctoral degree program in modern foreign  
languages and area studies at that institution;

(c) Is planning a teaching career in the United States upon  
completion of his or her doctoral program; and

(d) Possesses sufficient foreign language skills to carry out the  
dissertation research project.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

**§ 662.4 What is the amount of a fellowship?**

(a) The Secretary pays—

(1) Travel expenses to and from the residence of the fellow  
and the country or countries of research;

(2) A maintenance stipend for the fellow and his or her  
dependents related to cost of living in the host country or  
countries;

(3) An allowance for research-related expenses overseas,  
such as books, copying, tuition and affiliation fees, local travel,  
and other incidental expenses; and

(4) Health and accident insurance premiums.

(b) In addition, the Secretary may pay—

(1) Emergency medical expenses not covered by health and  
accident insurance; and

(2) The costs of preparing and transporting the remains of a  
fellow or dependent who dies during the term of the fellowship  
to his or her former home.

(c) The Secretary announces the amount of benefits expected  
to be available in an application notice published in the Federal  
Register.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1) and (2))

**§ 662.5 What is the duration of a fellowship?**

(a) A fellowship is for a period of not fewer than six nor more  
than twelve months.

(b) A fellowship may not be renewed.

(Authority: 22 U.S.C. 2452(b)(6))

**§ 662.6 What regulations apply to this program?**

The following regulations apply to this program:

(a) The regulations in this part 662; and

(b) The Education Department General Administrative  
Regulations (EDGAR) (34 CFR parts 74, 75, 77, 81, 82, 85,  
and 86).

(Authority: 22 U.S.C. 2452(b)(6))

**§ 662.7 What definitions apply to this program?**

(a) Definitions of the following terms as used in this part are contained in 34 CFR part 77:

Applicant  
Application  
Award  
EDGAR  
Fiscal year  
Grant  
Secretary

(b) The definition of *institution of higher education* as used in this part is contained in 34 CFR 600.4.

(c) The following definitions of other terms used in this part apply to this program:

*Area studies* means 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, and languages.

*Binational commission* means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.

*Dependent* means any of the following individuals who accompany the recipient of a fellowship under this program to his or her training site for the entire fellowship period if the individual receives more than 50 percent of his or her support from the recipient during the fellowship period:

- (1) The recipient's spouse.
- (2) The recipient's or spouse's children who are unmarried and under age 21.

*J. William Fulbright Foreign Scholarship Board* means the presidentially-appointed board that is responsible for supervision of the program covered by this part.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

## **Subpart B—Applications**

### **§ 662.10 How does an individual apply for a fellowship?**

(a) An individual applies for a fellowship by submitting an application to the Secretary through the institution of higher education in which the individual is enrolled.

(b) The applicant shall provide sufficient information concerning his or her personal and academic background and proposed research project to enable the Secretary to determine whether the applicant—

- (1) Is eligible to receive a fellowship under §662.3; and
- (2) Should be selected to receive a fellowship under subparts C and D of this part.

(Authority: 22 U.S.C. 2452(b)(6))

### **§ 662.11 What is the role of the institution in the application process?**

An institution of higher education that participates in this program is responsible for—

- (a) Making fellowship application materials available to its students;
- (b) Accepting and screening applications in accordance with its own technical and academic criteria; and
- (c) Forwarding screened applications to the Secretary and requesting an institutional grant.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

## **Subpart C—Selection of Fellows**

### **§ 662.20 How is a Fulbright-Hays Doctoral Dissertation Research Abroad Fellow selected?**

(a) The Secretary considers applications for fellowships under this program that have been screened and submitted by

eligible institutions. The Secretary evaluates these applications on the basis of the criteria in §662.21.

(b) The Secretary does not consider applications to carry out research in a country in which the United States has no diplomatic representation.

(c) In evaluating applications, the Secretary obtains the advice of panels of United States academic specialists in modern foreign languages and area studies.

(d) The Secretary gives preference to applicants who have served in the armed services of the United States if their applications are equivalent to those of other applicants on the basis of the criteria in §662.21.

(e) The Secretary considers information on budget, political sensitivity, and feasibility from binational commissions or United States diplomatic missions, or both, in the proposed country or countries of research.

(f) The Secretary presents recommendations for recipients of fellowships to the J. William Fulbright Foreign Scholarship Board, which reviews the recommendations and approves recipients.

(Authority: 22 U.S.C. 2452(b)(6), 2456)

### **§ 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?**

(a) *General.* The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) *Quality of proposed project.* The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers—

- (1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used;
- (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline;
- (3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries;
- (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad;
- (5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries; and
- (6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field.

(c) *Qualifications of the applicant.* The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers—

- (1) The overall strength of the applicant's graduate academic record;
- (2) The extent to which the applicant's academic record demonstrates strength in area studies relevant to the proposed project;
- (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers; and

(4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both.

(d) *Priorities.* (1) The Secretary determines the extent to which the application responds to any priority that the Secretary establishes for the selection of fellows in any fiscal year. The Secretary announces any priorities in an application notice published in the Federal Register.

(2) Priorities may relate to certain world areas, countries, academic disciplines, languages, topics, or combinations of any of these categories. For example, the Secretary may establish a priority for—

(i) A specific geographic area or country, such as the Caribbean or Poland;

(ii) An academic discipline, such as economics or political science;

(iii) A language, such as Tajik or Indonesian; or

(iv) A topic, such as public health issues or the environment.

(Approved by the Office of Management and Budget under control number 1840-0005)

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(2))

[63 FR 46361, Aug. 31, 1998, as amended at 70 FR 13376, Mar. 21, 2005]

#### **§ 662.22 How does the J. William Fulbright Foreign Scholarship Board select fellows?**

(a) The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in §662.20(e) from binational commissions or United States diplomatic missions.

(b) No applicant for a fellowship may be awarded more than one graduate fellowship under the Fulbright-Hays Act from appropriations for a given fiscal year.

(Authority: 22 U.S.C. 2452(b)(6), 2456(a)(1))

#### **Subpart D—Post-award Requirements for Institutions**

##### **§ 662.30 What are an institution's responsibilities after the award of a grant?**

(a) An institution to which the Secretary awards a grant under this part is responsible for administering the grant in accordance with the regulations described in §662.6.

(b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in §662.11.

(c) The institution is responsible for disbursing funds in accordance with procedures described in §662.4.

(d) The Secretary awards the institution an administrative allowance of \$100 for each fellowship listed in the grant award document.

(Authority: 22 U.S.C. 2452(b)(6), 2454(e)(1))

#### **Subpart E—Post-award Requirements for Fellows**

##### **§ 662.41 What are a fellow's responsibilities after the award of a fellowship?**

As a condition of retaining a fellowship, a fellow shall—

(a) Maintain satisfactory progress in the conduct of his or her research;

(b) Devote full time to research on the approved topic;

(c) Not engage in unauthorized income-producing activities during the period of the fellowship; and

(d) Remain a student in good standing with the grantee institution during the period of the fellowship.

(Authority: 22 U.S.C. 2452(b)(6))

##### **§ 662.42 How may a fellowship be revoked?**

(a) The fellowship may be revoked only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.

(b) The Secretary may recommend a revocation of a fellowship on the basis of—

(1) The fellow's failure to meet any of the conditions in §662.41; or

(2) Any violation of the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.

(Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 24 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to DDRA Program IFLE/OPE, Department of Education, 400 Maryland Avenue, SW (1990 K St, NW, 6<sup>th</sup> Floor), Washington, DC 20202-4651.

## Guidelines for Applicant Institutions

There are two parts to this application. The first part contains information and forms for the institution of higher education (IHE). The second part contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) G5 e-Application system. This system may be accessed at [www.G5.gov](http://www.G5.gov). Both the student and the institution must complete their portions of the application correctly and submit via G5 e-Application. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Closing Date Notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the institution who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

## Responsibilities of the Institution's Project Director

The Project Director at the applying college or university is responsible for:

- a) Registering as the Project Director for his/her university in the G5 e-Application system. **In order to obtain a password and login information, he/she must first send his/her contact information to ED staff by the date specified in the Closing Date Notice. If he/she fails to do this, he/she may not be able to access G5 e-Application and will not be able to transmit his/her institution's application package.**
- b) Completing Item #22:
  - 1) Screen individual student applications in accordance with the institution's own technical and academic criteria and the program's eligibility requirements;
  - 2) Indicate institutional endorsement of each student application by checking the box adjacent to each student's name;
  - 3) Indicate, for each student, whether Human Subjects Research Clearance (IRB) will be required by checking "Yes" or "No". Be sure to include the required narrative for each project involving human subjects as indicated in question #3 on the ED Supplemental Information for SF 424.
- c) Transmitting in a single submission all recommended individual Doctoral Dissertation Research Abroad applications, including the *Application for Federal Assistance* (SF 424), the *ED Supplemental Information for SF 424*, the *Assurances -- Non-Construction Programs* (ED Form 424B) and the *Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements* to the U.S. Department of Education in accordance with the guidelines published in the Closing Date Notice for new awards and contained in the transmittal instructions.
- d) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Award Notification between the U.S. Department of

Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made in September.

- e) Administering the grant and disbursing funds.

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

**The Federal forms that accompany this electronic submission MUST be filled out on paper and faxed to ED. Within 3 business days of the closing date, please print and complete the forms listed below, sign them, and fax them to US/ED's Application Control Center at (202) 245-6272.**

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

- Item 1.** Select *Application*.
- Item 2.** Select *New*.
- Items 3 – 5a.** Enter *N/A*.
- Item 5b.** Enter 84.022A
- Item 6** Enter date received by state (if appropriate). Otherwise list date of submission.
- Item 7** Enter *N/A*
- Item 8.**
- A.** Enter the legal name of the institution of higher education.
  - B.** Enter the tax identification number as assigned by the Internal Revenue Service.
  - C.** Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>
  - D.** Enter the address of the institution of higher education.
  - E.** Enter the organizational unit that will undertake the funding activity
  - F.** Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. Enter the title, organizational affiliation, telephone and fax numbers and e-mail address of the Project Director.
- Item 9.** Select *H – Public/State Controlled IHE* or *O – Private IHE*.
- Item 10.** Enter *US Department of Education*.
- Item 11.** Enter 84.022A, *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.
- Item 12.** Enter **ED-GRANTS-051412-002**, *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.
- Item 13.** Enter *N/A*.
- Item 14.** Enter *N/A*.
- Item 15.** Enter *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.
- Item 16.** **A.** Enter the congressional district for the applicant institution; **B.** Enter *N/A*.
- Item 17.**
- A.** Enter 10/1/2012.
  - B.** Enter 03/31/2014.
- Item 18.** Enter the total amount requested (the sum of all the student applicants' requests).
- Item 19.** Check *C. Program is not covered by E.O. 12372*.
- Item 20.** Self-explanatory.
- Item 21.** Self-explanatory – to be completed by institution's Authorized Representative.
- Item 22.** This item will populate automatically when student applicants submit their applications in G5 e-Application. To view a student's application, click on that student's name.

The following forms can be found in the Standard Instructions and Forms section:

*ED Supplemental Information for SF 424*

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

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

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

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

*Disclosure of Lobbying Activities (SF-LLL)*

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

A complete institutional application to the Doctoral Dissertation Research Abroad Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements*; and *Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the U.S. Department of Education via G5 e-Application, in accordance with the guidelines published in the Closing Date Notice. **Failure to meet the deadline published in the Federal Register will mean rejection of the application without consideration. There is no appeal of this requirement.**

## Frequently Asked Questions for Project Directors

***Q. Who is the Project Director?***

A. The Project Director is the individual at the institution who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

***Q. How does the Project Director register in the G5 e-Application system?***

A. The registration process for the Project Director involves three (3) steps. First, please check the enclosed listed of previously registered Project Directors to see if someone is already listed. If no one is listed, or the name needs to be changed, please request access to the DDRA Project Director screens from the US/ED program officer. The Project Director must submit the following information to the program officer by the date specified in the published Closing Date Notice: name, institution, and e-mail address. Once the US/ED program officer informs the Project Director that access has been granted, the Project Director can register in the G5 e-Application system. Obtaining access to the system and registering in the G5 e-Application system are 2 separate steps. **Current PDs do not need to register again.**

***Q. How many sections are there to the application, and who fills out what section?***

A. There are two major sections to the G5 e-application – the individual student applicant's section and the Project Director's section. Upon completion of the individual component of the application, the student submits all portions of the application (narrative, curriculum vitae, individual budget, notifications to his/her references, transcripts, etc.) to the Project Director. The Project Director is responsible for reviewing all individual student applications of his/her institution and submitting them in a single submission, along with the required institutional components, to the US/ED. Only the Project Director can submit an application to US/ED.

***Q. When the Project Director submits the G5 e-Application, where does it go?***

A. After the Project Director hits the submit button, the entire application (both the student and institutional components) is sent electronically to US/ED. The Project Director will receive a confirmation e-mail that states: "Your application for Fulbright Hays Doctoral Dissertation Research Abroad Program, CFDA 84.022A, was received on XX (the date) at XX (the time submitted) Washington, D.C., time. This message will include the application's identifier number (P022A1200XX). Only after the Project Director receives this e-mail is the submission complete.

***Q. When does the Project Director hit the submit button?***

A. The Project Director hits the submit button BEFORE 4:30:00 pm Washington, D.C., time on the published closing date, and after: 1) All institutional and individual components of each individual student applicant, including graduate and foreign language references are submitted; 2) The Project Director has reviewed all individual applications; 3) The Project Director has approved each individual application by checking the box next to the applicant's name on "Item 22" on Application for Federal Assistance (SF 424).

***Q. How does the Project Director review and approve the student applications for submission to US/ED?***

A. The Project Director is able to review only applications that have been submitted to him/her by individual student applicants enrolled at his/her institution. The Project Director should consult "Item 22" on Application for Federal Assistance (SF 424) to see which students have submitted applications. To review an individual application, the Project Director should click on the student's name. This will link the Project Director to that individual's application. After the review of all individual applications has been completed, the

Project Director indicates his/her approval of each application by clicking the acceptance box next to each name. Only Project Director-approved applications are included in the institutional submission to US/ED.

***Q. Whom should the Project Director contact in the event of technical problems with G5 e-application (e.g., problems pulling up a form)?***

A. If the Project Director experiences any technical difficulties, the Project Director should contact the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington DC time.

***Q. If the Project Director has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?***

A. If the Project Director has program specific questions, the Project Director should contact Ms. Amy Wilson at (202) 502-7689; or via email at [amy.wilson@ed.gov](mailto:amy.wilson@ed.gov), or Ms. Cynthia Dudzinski at (202) 502-7589; or via email at [cynthia.dudzinski@ed.gov](mailto:cynthia.dudzinski@ed.gov).

***Q. How are the student's Graduate and Language Reference Forms submitted?***

A: The student applicant will submit, via the G5 e-Application system, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from the G5 e-Application system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The references must click on the links and provide the PINs in order to be linked to the student's reference forms. Once the forms are completed, the referees click the submit buttons. After the referees hit the submit buttons, the forms have been submitted to the Project Director. Both the student and the Project Director can monitor the submission of, but cannot review, the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. Reference forms must be submitted before the Project Director submits the application to US/ED. We suggest that the Project Director set internal deadlines for the submission of references and remind students to inform their reference writers of this deadline.

***Q. Can transcripts be uploaded electronically, or must they still be submitted in paper format?***

A. Student applicants now have a place in their application to upload all transcripts. Students must scan all transcripts and upload in the appropriate place. Only one upload is allowed, so all transcripts must be combined into one document. **Beginning with the FY 2011 competition, only the electronic submission of transcripts will be accepted.**

***Q. Should student applicants include their undergraduate transcripts?***

A. Yes, undergraduate transcripts may be included if they help to demonstrate the applicant's language and area studies academic background.

***Q. Can the Project Director set his/her own institutional deadline so that he/she can meet the closing date published in the Federal Register?***

A. Yes! The Project Director should set an institutional deadline for students and references so that he/she will have ample time to review the individual application material, solve technical problems and submit a complete institutional application in a timely fashion as specified in the Federal Register.

***Q. If a Project Director has access to the DDRA Program screens, does the Project Director also have access to the Faculty Research Abroad (FRA) Program screens?***

A. No! Each program is separate and distinct in the G5 e-Application. The Project Director must register in each program separately in accordance with the instructions outlined in the Closing Date Notice published in the Federal Register. IFLE strongly suggests that potential Project Directors register in the e-Application system as soon as possible.

***Q. What signatures are required for the G5 e-Application?***

A. The Project Director is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. Within three days after submitting the electronic application, the Project Director MUST fax a signed copy of SF 424 to the Application Control Center, after obtaining the institution's Authorizing Representative's signature. We ask that Project Directors please place the application's identifier number (P022A1200XX) in the upper right hand corner of the hard copy signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

***Q. When will the Project Director be notified as to the status of the student applicants?***

A. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. **Candidate status will be announced in September.** It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly.

***Q. If an institution is awarded a DDRA grant, how will the Project Director know how to proceed?***

A. If an institution receives a grant, the Project Director will receive a handbook with instructions on how to administer the grant. This handbook is intended for use by both the Project Director and fellow.

***Q. Who is responsible for submitting the Human Subjects Clearance (IRB) narrative?***

A. The Project Director is responsible for collecting all IRB narratives from students who may need IRB approval for their research project. All student narratives must be combined into one document and uploaded in ED Supplemental Form to the SF 424. The narrative questions that must be answered are found in the directions for the ED Supplemental Form to the SF 424.

## Institutional DDRA Project Directors

Please check with the listed contact **BEFORE** completing your application as Project Directors may have changed.

University	First Name	Last Name	E-mail
American University	Catherine	Kirby	<a href="mailto:ckirby@american.edu">ckirby@american.edu</a>
Arizona State University	Tamara	Deuser	<a href="mailto:proposalandnegotiation@asu.edu">proposalandnegotiation@asu.edu</a>
Auburn University	Lisa	Powell	<a href="mailto:powelli@auburn.edu">powelli@auburn.edu</a>
Ball State University	James	Coffin	<a href="mailto:jcoffin@bsu.edu">jcoffin@bsu.edu</a>
Boston University	Jeffrey	Hughes	<a href="mailto:hughes@bu.edu">hughes@bu.edu</a>
Brandeis University	Brooke	Harrison	<a href="mailto:bharrison@brandeis.edu">bharrison@brandeis.edu</a>
Brigham Young University	Gary	Hooper	<a href="mailto:gary_hooper@byu.edu">gary_hooper@byu.edu</a>
Brown University	John	Tyler	<a href="mailto:john_tyler@brown.edu">john_tyler@brown.edu</a>
California Institute of Integral Studies	Karen	Villanueva	<a href="mailto:kvillanueva@ciis.edu">kvillanueva@ciis.edu</a>
Case Western Reserve University	Denise	Douglas	<a href="mailto:denise.douglas@case.edu">denise.douglas@case.edu</a>
Catholic University	John	Convey	<a href="mailto:convey@cua.edu">convey@cua.edu</a>
City University of New York	Matt	Schoengood	<a href="mailto:mschoengood@gc.cuny.edu">mschoengood@gc.cuny.edu</a>
Clark University	Nancy	Budwig	<a href="mailto:nbudwig@clarku.edu">nbudwig@clarku.edu</a>
Clemson University	Bruce	Rafert	<a href="mailto:jbruce@clemson.edu">jbruce@clemson.edu</a>
College of William and Mary	Cynthia	Corbett	<a href="mailto:cacorb@wm.edu">cacorb@wm.edu</a>
Colorado State University	Marilyn	Morrissey	<a href="mailto:marilyn.morrissey@colostate.edu">marilyn.morrissey@colostate.edu</a>
Columbia University	Kerry	Gluckmann	<a href="mailto:kag1@columbia.edu">kag1@columbia.edu</a>
Cornell University	Gil	Levine	<a href="mailto:fulbright@einaudi.cornell.edu">fulbright@einaudi.cornell.edu</a>
Duke University	Nancy	Robbins	<a href="mailto:nhare@duke.edu">nhare@duke.edu</a>
Emory University	Mark	Risjord	<a href="mailto:mark.risjord@emory.edu">mark.risjord@emory.edu</a>
Florida International University	Victoria	Castellanos	<a href="mailto:castellv@fiu.edu">castellv@fiu.edu</a>
Florida State University	Anne Marie	West	<a href="mailto:amwest@fsu.edu">amwest@fsu.edu</a>
George Mason University	Deirdre	Moloney	<a href="mailto:dmoloney@gmu.edu">dmoloney@gmu.edu</a>
George Washington University	Geri	Rypkema	<a href="mailto:rypkema@gwu.edu">rypkema@gwu.edu</a>
Georgetown University	Maria	Snyder	<a href="mailto:mfs22@georgetown.edu">mfs22@georgetown.edu</a>
Georgia State University	Amanda	Roshan-Rawaan	<a href="mailto:amandarr@gsu.edu">amandarr@gsu.edu</a>
Graduate Theological Union	Maureen	Maloney	<a href="mailto:maloney@gtu.edu">maloney@gtu.edu</a>
Harvard University	Cynthia	Verba	<a href="mailto:cverba@fas.harvard.edu">cverba@fas.harvard.edu</a>
Howard University	Anita	Nahal	<a href="mailto:anahal@howard.edu">anahal@howard.edu</a>
Indiana University	Patrick	OMeara	<a href="mailto:omeara@indiana.edu">omeara@indiana.edu</a>
Johns Hopkins University	Michael	Alexander	<a href="mailto:malexander@jhu.edu">malexander@jhu.edu</a>
Kent State University	Sarah	Hull	<a href="mailto:shull14@kent.edu">shull14@kent.edu</a>
Lehigh University	Sheri	Bushner	<a href="mailto:sab2@lehigh.edu">sab2@lehigh.edu</a>
Louisiana State University	Harald	Leder	<a href="mailto:hleder@lsu.edu">hleder@lsu.edu</a>
Massachusetts Institute of Technology	Kimberly	Benard	<a href="mailto:benard@mit.edu">benard@mit.edu</a>
Michigan State University	Roger	Bresnahan	<a href="mailto:bresnaha@msu.edu">bresnaha@msu.edu</a>
New School University	Patty	Bachorz	<a href="mailto:bachorzp@newschool.edu">bachorzp@newschool.edu</a>
New York University	Kathleen	Talvacchia	<a href="mailto:kathleen.talvacchia@nyu.edu">kathleen.talvacchia@nyu.edu</a>
North Carolina State University	Bailian	Li	<a href="mailto:bailian_li@ncsu.edu">bailian_li@ncsu.edu</a>
Northwestern University	Stephen	Hill	<a href="mailto:s-hill@northwestern.edu">s-hill@northwestern.edu</a>
Ohio State University	Joanna	Kukielka-Blaser	<a href="mailto:kukielka-blaser.1@osu.edu">kukielka-blaser.1@osu.edu</a>
Ohio University	Kelli	Cyrus	<a href="mailto:cyrusk@ohio.edu">cyrusk@ohio.edu</a>
Old Dominion University Research Foundation	Betsy	Foushee	<a href="mailto:efoushee@odu.edu">efoushee@odu.edu</a>
Pennsylvania State University	Barbara	Struble	<a href="mailto:bgs3@psu.edu">bgs3@psu.edu</a>
Princeton Theological Seminary	James	Armstrong	<a href="mailto:james.armstrong@ptsem.edu">james.armstrong@ptsem.edu</a>
Princeton University	David N.	Redman	<a href="mailto:dnredman@princeton.edu">dnredman@princeton.edu</a>
Purdue University	Mohan	Dutta	<a href="mailto:mdutta@purdue.edu">mdutta@purdue.edu</a>

Rensselaer Polytechnic Institute	Mecaila	Smith	<a href="mailto:smithm12@rpi.edu">smithm12@rpi.edu</a>
Rice University	Paula	Sanders	<a href="mailto:sanders@rice.edu">sanders@rice.edu</a>
Rutgers University	Harvey	Waterman	<a href="mailto:waterman@rci.rutgers.edu">waterman@rci.rutgers.edu</a>
San Diego State University	Camille	Nebeker	<a href="mailto:awards@foundation.sdsu.edu">awards@foundation.sdsu.edu</a>
Southern Illinois University	Prudence	Rice	<a href="mailto:orda@siu.edu">orda@siu.edu</a>
Southern Methodist University	Kathleen	Hugley-Cook	<a href="mailto:khugley@smu.edu">khugley@smu.edu</a>
Stanford University	John	Pearson	<a href="mailto:john.pearson@stanford.edu">john.pearson@stanford.edu</a>
SUNY Albany	James	Pasquill	<a href="mailto:jpasquill@uamail.albany.edu">jpasquill@uamail.albany.edu</a>
SUNY Binghamton	Stephen	Gilje	<a href="mailto:sgilje@binghamton.edu">sgilje@binghamton.edu</a>
SUNY Buffalo	Mark	Ashwill	<a href="mailto:ashwill@buffalo.edu">ashwill@buffalo.edu</a>
SUNY Stony Brook	William	Arens	<a href="mailto:william.arens@stonybrook.edu">william.arens@stonybrook.edu</a>
SUNY Syracuse	Scott	Shannon	<a href="mailto:sshannon@esf.edu">sshannon@esf.edu</a>
Syracuse University	Trish	Lowney	<a href="mailto:plowney@syr.edu">plowney@syr.edu</a>
Temple University	Richard	Englert	<a href="mailto:renglert@temple.edu">renglert@temple.edu</a>
Texas Christian University	Don	Coerver	<a href="mailto:d.coerver@tcu.edu">d.coerver@tcu.edu</a>
Texas Tech University	Jane	Bell	<a href="mailto:jane.bell@ttu.edu">jane.bell@ttu.edu</a>
Tufts University	Paul	Murphy	<a href="mailto:paul.murphy@tufts.edu">paul.murphy@tufts.edu</a>
Tulane University	Molly	Travis	<a href="mailto:matravis@tulane.edu">matravis@tulane.edu</a>
University of Arizona	Georgia	Ehlers	<a href="mailto:gehlers@grad.arizona.edu">gehlers@grad.arizona.edu</a>
University of Arkansas	Rosemary	Ruff	<a href="mailto:rsspinfo@uark.edu">rsspinfo@uark.edu</a>
University of California, Berkeley	Solomon	Lefler	<a href="mailto:lefler@berkeley.edu">lefler@berkeley.edu</a>
University of California, Davis	Deborah	McCook	<a href="mailto:dlimccook@ucdavis.edu">dlimccook@ucdavis.edu</a>
University of California, Irvine	Sharon	Metzger	<a href="mailto:smetzger@uci.edu">smetzger@uci.edu</a>
University of California, Los Angeles	Carlos	Grijalva	<a href="mailto:uclafellowship@gdnet.ucla.edu">uclafellowship@gdnet.ucla.edu</a>
University of California, Riverside	Joseph	Childers	<a href="mailto:graddean@ucr.edu">graddean@ucr.edu</a>
University of California, San Diego	Linda	Vong	<a href="mailto:lkvong@ucsd.edu">lkvong@ucsd.edu</a>
University of California, San Francisco	Wendy	Winkler	<a href="mailto:wendy.winkler@ucsf.edu">wendy.winkler@ucsf.edu</a>
University of California, Santa Barbara	Gale	Morrison	<a href="mailto:morrisonpi@graddiv.ucsb.edu">morrisonpi@graddiv.ucsb.edu</a>
University of California, Santa Cruz	Suzanne	Ziegler	<a href="mailto:sziegler@ucsc.edu">sziegler@ucsc.edu</a>
University of Chicago	Brooke	Noonan	<a href="mailto:broocec@uchicago.edu">broocec@uchicago.edu</a>
University of Cincinnati	Kurt	Olausen	<a href="mailto:kurt.olausen@uc.edu">kurt.olausen@uc.edu</a>
University of Colorado, Boulder	Stefan	Reiss	<a href="mailto:stefan.reiss@colorado.edu">stefan.reiss@colorado.edu</a>
University of Colorado, Denver	Mary	Francavilla	<a href="mailto:mary.francavilla@ucdenver.edu">mary.francavilla@ucdenver.edu</a>
University of Connecticut	Elizabeth	Mahan	<a href="mailto:elizabeth.mahan@uconn.edu">elizabeth.mahan@uconn.edu</a>
University of Delaware	Trudy	Riley	<a href="mailto:udelaware-awards@udel.edu">udelaware-awards@udel.edu</a>
University of Denver	Carol	Helstosky	<a href="mailto:chelstos@du.edu">chelstos@du.edu</a>
University of Florida	Brian	Prindle	<a href="mailto:prindle@ufl.edu">prindle@ufl.edu</a>
University of Georgia	David	Knauft	<a href="mailto:dknauft@uga.edu">dknauft@uga.edu</a>
University of Hawaii	Kenneth	Tokuno	<a href="mailto:tokuno@hawaii.edu">tokuno@hawaii.edu</a>
University of Illinois	Deborah	Richie	<a href="mailto:drichie@uiuc.edu">drichie@uiuc.edu</a>
University of Illinois at Chicago	Lisa	Knepshild	<a href="mailto:lisaknep@uic.edu">lisaknep@uic.edu</a>
University of Iowa	John	Keller	<a href="mailto:dsp-contracts@uiowa.edu">dsp-contracts@uiowa.edu</a>
University of Kansas	Charles	Bankart	<a href="mailto:cbankart@ku.edu">cbankart@ku.edu</a>
University of Kentucky	David	Bettez	<a href="mailto:dbettez@pop.uky.edu">dbettez@pop.uky.edu</a>
University of Louisville	Patricia	Condon	<a href="mailto:patricia.condon@louisville.edu">patricia.condon@louisville.edu</a>
University of Maryland	Antoinette	Lawson	<a href="mailto:ora@umd.edu">ora@umd.edu</a>
University of Massachusetts, Amherst	Jennifer	Donais	<a href="mailto:ogca@research.umass.edu">ogca@research.umass.edu</a>
University of Memphis	Peggy	Vanco	<a href="mailto:pvanco@memphis.edu">pvanco@memphis.edu</a>
University of Michigan	Kenneth	Kollman	<a href="mailto:ii-project-director@umich.edu">ii-project-director@umich.edu</a>
University of Minnesota	Kevin	Mckoskey	<a href="mailto:awards@umn.edu">awards@umn.edu</a>
University of Missouri	Suzanne	Ortega	<a href="mailto:ortegas@missouri.edu">ortegas@missouri.edu</a>
University of New Mexico	Amy	Wohlert	<a href="mailto:awohlert@unm.edu">awohlert@unm.edu</a>

University of North Carolina, Chapel Hill	Niklaus	Steiner	<a href="mailto:nsteiner@email.unc.edu">nsteiner@email.unc.edu</a>
University of Notre Dame	Richard	Hilliard	<a href="mailto:hilliard.1@nd.edu">hilliard.1@nd.edu</a>
University of Oklahoma	Janis	Paul	<a href="mailto:jpaul@ou.edu">jpaul@ou.edu</a>
University of Oregon	Kathleen	Poole	<a href="mailto:kpole@uoregon.edu">kpole@uoregon.edu</a>
University of Pennsylvania	Tracey	Turner	<a href="mailto:tturner@sas.upenn.edu">tturner@sas.upenn.edu</a>
University of Pittsburgh	Lawrence	Feick	<a href="mailto:feick@pitt.edu">feick@pitt.edu</a>
University of San Francisco	Dan	McPherson	<a href="mailto:mcpherson@usfca.edu">mcpherson@usfca.edu</a>
University of South Carolina	Richard	Etheredge	<a href="mailto:steven@gwm.sc.edu">steven@gwm.sc.edu</a>
University of South Florida	Richard	Pollenz	<a href="mailto:pollenz@cas.usf.edu">pollenz@cas.usf.edu</a>
University of Southern California	Kathleen	Speer	<a href="mailto:kspeer@college.usc.edu">kspeer@college.usc.edu</a>
University of Tennessee	Kay	Reed	<a href="mailto:kayreed@utk.edu">kayreed@utk.edu</a>
University of Texas, Austin	Mary Alice	Davila	<a href="mailto:madavila@mail.utexas.edu">madavila@mail.utexas.edu</a>
University of Texas, Arlington	Jeremy	Forsberg	<a href="mailto:ogcs@uta.edu">ogcs@uta.edu</a>
University of Virginia	Mary	Stegmaier	<a href="mailto:stegmaier@virginia.edu">stegmaier@virginia.edu</a>
University of Washington	Helene	Obradovich	<a href="mailto:helene@u.washington.edu">helene@u.washington.edu</a>
University of Wisconsin	Erin	Crawley	<a href="mailto:fellow@intl-institute.wisc.edu">fellow@intl-institute.wisc.edu</a>
University of Wisconsin, Milwaukee	Terence	Miller	<a href="mailto:tmiller@uwm.edu">tmiller@uwm.edu</a>
Utah State University	Nick	Eastmond	<a href="mailto:nick.eastmond@usu.edu">nick.eastmond@usu.edu</a>
Vanderbilt University	Lyn	Fulton-John	<a href="mailto:lyn.fulton-john@vanderbilt.edu">lyn.fulton-john@vanderbilt.edu</a>
Virginia Commonwealth University	Susan	Robb	<a href="mailto:sarobb@vcu.edu">sarobb@vcu.edu</a>
Virginia Polytechnic Institute	S. K.	DeDatta	<a href="mailto:dedatta@vt.edu">dedatta@vt.edu</a>
Washington University	Priscilla	Stone	<a href="mailto:pstone@artsci.wustl.edu">pstone@artsci.wustl.edu</a>
Wayne State University	Kelli	Dixon	<a href="mailto:ab6179@wayne.edu">ab6179@wayne.edu</a>
Wesleyan University	Carolyn	Kaufman	<a href="mailto:ckaufman@wesleyan.edu">ckaufman@wesleyan.edu</a>
Western Michigan University	Wil	Emmert	<a href="mailto:wil.emmert@wmich.edu">wil.emmert@wmich.edu</a>
Yale University	Robert	Harper-Mangels	<a href="mailto:robert.harper-mangels@yale.edu">robert.harper-mangels@yale.edu</a>

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 25 hours for the student respondent and 25 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: DDRA Program, IEPS/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1990 K Street, N.W. 6<sup>th</sup> Floor) Washington, DC 20202-4651.

## Guidelines for Students

There are two parts to this application. The first section contains information and forms for the institution of higher education (IHE). The second section contains instructions and forms for the student applicants.

Although the DDRA program funds student research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Students are not able to apply for this funding independently. In order to apply for this program, it is necessary for the student and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the U.S. Department of Education's (US/ED) G5 e-Application system. This system may be accessed at [www.G5.gov](http://www.G5.gov). Both the student and the institution must complete their portions of the application correctly and submit via G5 e-Application. Students and Project Directors should read through the following guidelines and the information in this application package very carefully, especially the Closing Date Notice, and follow the instructions in order to submit a timely and complete application to US/ED.

**The institution must appoint a Project Director.** The Project Director is the individual at the university who will actually submit the application to US/ED, and who will administer the grant and disburse funds, should any students at the university receive funding. This person is usually someone in the office of the Dean of Graduate Studies or Student Affairs. It is not recommended that a student's advisor serve as the Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

A student should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application.
- Register in the G5 e-Application system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays. Remind his/her reference writer of the internal deadline set by the institutional project director.
- Submit his/her completed application via the G5 e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.
- Prepare the required narrative, if the project involves Human Subjects Research and/or requires IRB approval, and submit the narrative to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424. The student must then submit their narrative to their Project Director for uploading into the application.
- Up-load a scanned copy of their transcript into G5 e-application.

## Program Objective

Section 102(b)(6) of the Mutual Education and Cultural Exchange Act of 1961 (Fulbright-Hays Act) has as its objective the promotion, improvement, and development of modern foreign languages and area studies throughout the educational structure of the United States. To help accomplish this objective the Doctoral Dissertation Research Abroad Program provides opportunities for scholars to conduct research overseas in the field of modern foreign languages and area studies.

For the purpose of these programs, 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, and languages.

Research overseas means research outside the United States and its territories. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date contained in this application.

For a complete description of the program, consult the US Department of Education Regulations 34 Code of Federal Regulations Part 662.

## **Eligibility Requirements**

**To be eligible to receive a fellowship under the DDRA Program, a student must:**

1. (a) Be a citizen of the United States; or  
(b) Be a permanent resident of the United States;
2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
3. Plan a teaching career in the United States upon graduation, or who plan to apply language skills (in world areas vital to U.S. national security) and knowledge of these countries in the fields of government, international development, and various professions; and
4. Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Note: Students may not accept certain grants in the same fiscal year that they receive a US/ED Fulbright-Hays grant. If a student accepts both a US/ED Fulbright-Hays grant and another grant, it may be necessary for the student to choose which grant to accept, or to negotiate a cost-sharing arrangement, so that funding is not duplicated. Student applicants who have received support for more than six months under the DDRA Program are not eligible to re-apply.

## **Instructions for Students - Fulbright-Hays Application Form**

In order that each individual applicant is properly evaluated in accordance with the published procedures, eligibility requirements, and evaluation criteria, each individual scholar applying for the Fulbright-Hays fellowship must complete this electronic form.

**Item 1-4:** Self-explanatory

**Item 5:** Select the name of the institution through which you are applying. If your institution does not appear on this drop-down list, please contact your project director. Only institutions whose project directors have registered in G5 e-Application appear on this list. Please ensure that you choose the right campus (i.e., University of Texas at Austin, University of Texas at Brownsville, etc.). A student planning to conduct dissertation research must apply to the DDRA Program through the university in which he/she or she is enrolled in a doctoral program.

**Items 6-7:** Self-explanatory

**Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support. If successful, these are the only countries you will be approved to conduct research in.

**Item 9:** Indicate all foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. If English or your native tongue is the language of research, you must list it here, but a Foreign Language Reference Form is not required. Please see criteria 3 under Qualifications of the Applicant.

**Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as October 1, 2012 for students, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have been secured by the individual scholar; and, if requested, human subject research clearance has been obtained. All research

and travel must be completed by March 31, 2014. Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

**Item 11:** Indicate the date on which you were or will be advanced to candidacy for a doctoral degree. An applicant must be advanced to candidacy by the time his/her or her overseas research begins, but not necessarily at the time of application.

Note: Fellowships are from 6 to 12 *consecutive* months in the field. Fellows may not leave their research sites for the duration of the research period, except in cases of family or medical emergencies. Fellows have 18 months in which to schedule their research periods. Family events such as weddings or anniversaries, or academic events such as conferences or presentations, should be taken into account by the fellow when planning his or her research.

**Item 12:** Self-explanatory

**Item 13:** If resident alien, provide Alien Registration Number, country of birth, and previous citizenship. Please refer to the program's citizenship requirements in the program-specific regulations.

**Item 14:** Self-explanatory

**Item 15:** Note that doctoral candidates planning careers other than teaching are eligible to apply.

**Item 16:** Self-explanatory

**Item 17:** Provide an abstract of no more than 120 words describing your proposed research including a summary of the research to be conducted as well as institutional and individual affiliations.

**Item 18:** Self-explanatory

**Item 19:** Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

**Items 20-21:** Indicate whether you are in default on any U.S. Department of Education Student Financial Assistance loan, U.S. Department of Education grant or any other Federal loan.

**Item 22:** Indicate all previously held fellowships.

**Item 23:** Indicate current applications for other fellowships.

**Item 24:** Enter the name, address and telephone number of the physician or certified nurse practitioner, and the date of recent physical exam. This is to ensure that the applicant is physically capable of carrying out the proposed research project. Do not send a separate medical evaluation. Actual signatures may be requested at a later date.

**Item 25a:** List, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested. All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers and should also include baggage fees. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Award Notification. Travel by sea also must be on a U.S. flag carrier. You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. (Note: please see **Important Note Regarding Host Country Research Clearances**). All travel paid for with grant funds must be in accordance with the **Fly America Act** (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available, regardless of cost. In cases of "code-share" tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the Education Program Staff, US/ED before a fellow departs. No support for dependents' travel is provided.

**Item 25b:** Enter the maintenance stipend for all countries of research utilizing the information provided in the link to **Fulbright-Hays Maintenance Allowances**. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

**Item 25c:** A dependent means any of the following individuals who will accompany you to your research site and for whom you will be providing over 50 percent support during the entire overseas research period:

- a. Spouse of program participant ; The word "marriage" means only a legal union between one man and one woman as husband and wife, and the word "spouse" refers only to a person of the opposite sex who is a husband or a wife. These definitions are found in 1 USC Section 7, commonly known as the "Defense of Marriage Act" and apply to all federal programs; or

**b. Children unmarried and under 21 years of age.**

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance. Enter the dependents' allowance by referring to the **Fulbright-Hays Maintenance Allowances**.

**Item 25d:** Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, tapes, film, travel within host countries, affiliation fees, etc. This allowance does not cover any visa fees, passport expenses, including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

**Item 25e:** The Department of Education will include sufficient funds to enable an institution to purchase basic health and accident insurance for each student fellowship recipient only. The university may use its discretion whether to use a university-contracted carrier or a student-contracted carrier. Compute the amount requested utilizing group rates of university-contracted carriers for coverage overseas. The amount requested for insurance must be prorated to reflect only the student's time in the field.

**Item 25f:** Fixed \$100 administrative fee paid to institution.

**Item 25g:** This will be the sum of 25a-f.

**Item 26-27:** Self-explanatory

**Item 28:** The curriculum vita must be uploaded into the G5 e-Application system. It should address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar

**Item 29:**

1. The application narrative must be uploaded as an attachment into the G5 e-Application system. **Please note the page limitations specified in the Closing Date Notice.** You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. It is advised that the applicant review the Technical Review Form provided and write their narrative in a way that answers all questions thoroughly. Do not leave out answers for any questions. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted. You may also wish to consider the following factors when developing your narrative:
  - a. Host country political sensitivities and interests
  - b. Host country visa requirements
  - c. Feasibility of research
  - d. Safety and security concerns
  - e. The use of English that can readily be understood by well-educated non-specialists.

Awards are not made to applicants planning to conduct research on topics that are determined to be politically sensitive or unfeasible by the US Embassy or Fulbright Commission in the host country. It should also be noted that the U.S. Department of Education will not submit to the host country "dummy" proposals (i.e., proposals that do not accurately reflect the research purpose in the hope of avoiding difficulties with host country acceptance of the proposal).

2. The bibliography must be uploaded as an attachment into the G5 e-Application system. **Please note the page limitations specified in the Closing Date Notice.**
3. Host country supporting materials must be uploaded as an attachment into the G5 e-Application system. Host country supporting materials refers to letters of invitation, affiliation, etc. Though not required for the application, this information only serves to strengthen an application. All host country supporting materials must be combined into one document for uploading into the G5 e-Application system.
4. Transcripts must be uploaded as an attachment into the G5 e-Application system. All transcripts must be combined into one document for uploading into the G5 e-Application system.

### **Instructions for Fulbright-Hays Foreign Language Reference Form**

The language reference form, which is required for this program, should be completed by a specialist in the language. Student applicants must initiate an e-mail to their referring specialists via the G5 e-Application system. Upon receipt of

this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via G5 e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted.

### **Instructions for Fulbright-Hays Graduate Student Reference Form**

One of the three personal references must be obtained from the student's dissertation advisor. Student applicants must initiate an e-mail to their references via the G5 e-Application system. Upon receipt of this e-mail, the reference will be able to access the G5 e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via G5 e-Application. Do not submit your references directly to US/ED as they will not be accepted or included with your application. **Please remind your reference writer to submit their form by the internal deadline set by your institutional Project Director.**

### **Instructions for Assembly, Duplication and Transmission**

You must check with your institution to determine if your institution will be submitting all applications via G5, as required in the Federal Register, or if it has been granted a waiver from that requirement. All of the institution's applications must be submitted in the same format.

Upon submittal via G5 e-Application, students' applications will become available to their university's Project Director for review and transmittal to the U.S. Department of Education. **Only the Project Director is able to submit the application to the U.S. Department of Education.** A completed student application should contain the items specified below:

- Fulbright-Hays DDRA Application Form
- Curriculum vita
- Application narrative
- Application bibliography
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via G5 e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via G5 e-Application
- Graduate Transcripts
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to G5 e-Application. Letters of affiliation may not be mailed.

A complete institutional application to the DDRA Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements*; and *Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the US/ED via G5 e-Application, in accordance with the guidelines published in the Closing Date Notice. **Failure to meet the deadline published in the Federal Register will mean rejection of the application without consideration. There is no appeal of this requirement.**

### **Important Note Regarding Host Country Research Clearances**

When Fulbright Commissions or other overseas organizations apply for host country clearance for a DDRA fellow's project, US/ED expects that the organization will use the proposal submitted to USED by that fellow for the DDRA competition. It is not acceptable to "transfer" clearances from a project submitted under one program's competition to a

project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to US/ED that was reviewed and scored by US/ED peer reviewers according to the DDRA program's selection criteria, and has undergone US/ED review procedures. This review process is the basis of US/ED funding decisions, which are approved by officials throughout the Department. US/ED understands that the proposals that students submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to US/ED. US/ED can only be responsible for funding the projects submitted under the DDRA program.

USED urges fellows to begin the clearance process as soon as possible, and to understand that they may have to be flexible with regard to when they begin their research.

**Important Note Regarding Host Country Visa Requirements**

It is the applicant's responsibility to ensure that the research they propose can actually be carried out under the visa issued by the host country. Visa requirements change often and it is the applicant's responsibility to ensure the research proposes meets the requirements/limitations of the visa. Students should review the host country visa requirements BEFORE submitting their application.

## Frequently Asked Questions for Student Applicants

**Q: *Can a student apply independently of his/her university?***

A: No. Eligible applicants are institutions of higher education in the U.S. The student's application must be submitted through the appropriate channels at his/her university, and transmitted to US/ED via G5 e-Application by the university's Project Director.

**Q: *How does a student know who his/her Project Director is?***

A: A student should check the list of Project Directors listed in this application package. If a university has submitted applications for DDRA funding before, chances are there is already an experienced Project Director appointed. If an institution does not appear on the list, it may be necessary for that university's administration to appoint a Project Director, and ensure that he/she registers in the G5 e-Application system. Do not assume that an institution listed in the drop down list in G5 e-application has a registered Project Director for the DDRA program. Please check the "Registered Project Director" list provided in the application for this information.

**Q: *What is the student's academic advisor's role?***

A: The student's advisor will continue to serve as his/her mentor regarding the academic details of his/her research, and any changes to the student's research plans as proposed in the application will require the advisor's written approval. The advisor should not serve as the student's Project Director. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

**Q: *How many sections are there to the G5 e-Application and who fills out what section?***

A: There are two primary sections to G5 e-Application – the student's individual section and the section to be completed by the Project Director. Upon completion of his/her section, the student submits his/her application to the Project Director via G5 e-Application. The Project Director is responsible for reviewing the student's individual application and submitting it, along with the Project Director's portion, which contains the required federal forms, to US/ED. Included in this submission are the graduate and language reference forms that were transmitted to the Project Director by the references. **Only the Project Director can submit an application to US/ED.**

**Q: *When the student clicks "submit" in the G5 e-Application system, where does his/her application go?***

A: When the student submits his/her application via the G5 e-Application system, it is transmitted to his/her university's Project Director for review and submission to US/ED. Student applicants are not able to transmit their applications directly to US/ED.

**Q: *When should a student submit his/her application?***

A: The Project Director determines the internal deadline by which all sections of the application must be submitted. It is the responsibility of the student to ensure that the graduate and language references are submitted by references no later than the institution's internal deadline.

**Q: *To whom does the Closing Date apply?***

A: The Closing Date is the date by which the university's Project Director must submit all components of the application to US/ED via G5 e-Application. It is recommended that the Project Director have access to all sections of the application well in advance of this date. Application materials may not be submitted after the published Closing Date.

**Q: *How will a student know that his/her Project Director has access to his/her application?***

A: After the student submits his/her application via G5 e-Application, he/she will receive a notification e-mail stating that his/her application has been received by the Project Director at his/her university. If he/she does not receive this e-mail, the student should contact the Help Desk immediately. The Project Director will be copied on the email notification; nevertheless, the student may want to contact the Project Director to let the Project Director know that the student has submitted an application.

**Q: *How does a student know that the Project Director has submitted his/her application to US/ED?***

A: The student will not receive a notification e-mail when the Project Director transmits the application to US/ED. Only the Project Director will receive a notification e-mail. The student must check with his/her institution's Project Director to determine whether the application has been submitted.

**Q. *Can transcripts be uploaded electronically, or must they still be submitted in paper format?***

A. Student applicants now have a place in their application to upload all transcripts. Students must scan all transcripts and upload in the appropriate place. Only one upload is allowed, so all transcripts must be combined into one document. **Beginning with the FY 2011 competition, only the electronic submission of transcripts will be accepted.**

**Q. *Should student applicants include their undergraduate transcripts?***

A. Yes, undergraduate transcripts may be included if they help to demonstrate the applicant's language and area studies academic background. These may be combined with the graduate transcripts and uploaded into the G5 e-Application.

**Q. *Should student applicants list their language and area studies course work in their CV?***

A. Yes. If it is not obvious on the transcript which courses are language and area studies courses, please list this information in the CV. This information helps the peer reviewers rate and score your academic qualifications.

**Q: *May a student apply for support to go to more than one country?***

A: Yes, a student may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country for review on political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each country proposed.

**Q: *Even though the DDRA Program doesn't fund proposals that focus on Western European topics, may a student go to Western Europe to consult or research human or material resources on a non-Western European topic not available in the U.S.?***

A: Yes.

**Q: *Are U.S. citizens enrolled at foreign institutions eligible for the DDRA program?***

A: No, eligible applicants are institutions of higher education in the U.S.

**Q: *How important is the page limit cited in the Closing Date Notice?***

A: The page limit is extremely important. If the student's application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to the page limit guidelines in the Closing Date Notice.

**Q: *Should students include endnotes, footnotes or a bibliography? How long should they be?***

A: Endnotes, footnotes or a bibliography will certainly strengthen an application. However, footnotes and endnotes will be subject to the page limit restrictions specified in the Closing Date Notice for the application narrative and bibliography.

**Q:** *What if a student proposes to use a much less commonly taught language and cannot find someone to evaluate him/her?*

A: The student should call Amy Wilson at (202) 502-7689. We will gladly assist students in finding qualified evaluators. An application will be significantly less competitive if a language reference form is not included.

**Q:** *Should Letters of Affiliation from overseas host institutions or organizations be included in an application?*

A: Yes, these letters are helpful to the panel in evaluating an application. Students must scan or upload the letters into the G5 e-Application system as “Host Country Supporting Materials” and submit them electronically as attachments with their applications. Only one document may be uploaded, so all letters must be combined into one document. Letters or references sent in the mail will not be included with the student’s application.

**Q:** *Do the provisions of the “Fly America Act” apply to this program? Does it benefit a student’s application to request a lower amount, if he/she can find a cheaper non-U.S. carrier airfare?*

A: No, all travel must comply with the Fly America Act. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available. Reviewers do not evaluate a student’s budget request as part of the application review process.

**Q:** *What if a student is planning to get married after he/she applies, or is expecting a baby? Is he/she eligible for a dependent’s allowance?*

A: Availability of funds and the date of the marriage or birth will determine whether an allowance can be awarded.

**Q:** *What signatures are required for G5 e-Application?*

A: No signatures are necessary for the student’s application at the time of application submittal. However, signatures from a student’s doctor/nurse practitioner and advisor may be requested at a later date.

**Q:** *Whom should the student contact in the event of technical problems with G5 e-application (e.g., problems pulling up a form)?*

A: If the student experiences any technical difficulties, he/she should contact the G5 e-Application Help Desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington D.C. time.

**Q:** *If the student has a question specific to the DDRA program (e.g., eligibility requirements) whom should he/she contact?*

A: The student first point of contact is always the institutional Project Director. The Project Director may then contact Amy Wilson at (202) 502-7689; or via email at [amy.wilson@ed.gov](mailto:amy.wilson@ed.gov), if further clarification is needed.

**Q:** *When will students be notified whether or not they have been selected?*

A: The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Candidate status is announced usually in April. It is the responsibility of the institution to inform students of their status. US/ED does not inform students directly. Awards are issued between May and September.

**Q:** *When may fellowships be activated?*

A: A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met; human subject research clearance, if required, has been given by

the student's institution; and travel approval has been obtained by the Project Director from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods. The performance and budget period for the FY 2012 fellows begins October 1, 2012.

**Q:** *If a student relocates after submitting his/her application, should he/she send US/ED address updates?*

A: No, students should provide that information to their Project Directors.

**Q:** *May the university accept the award on a student's behalf if the student is overseas during the notification period?*

A: Yes, provided the student has not received a fellowship that duplicates the DDRA award benefits. The student should leave a letter with the Project Director authorizing him/her to accept the award on the student's behalf.

**Q:** *Must a fellow apply for his/her own visa and research clearance?*

A: Yes. Fellows are advised to contact the host country Fulbright Commissions and U.S. embassies for guidance on obtaining visas and clearances.

**Q:** *May a student request copies of his/her application's reviewers' comments?*

A: All reviewers' comments will be sent to the institutional Project Director upon announcement of the awards. Students should contact their Project Director at that time for a copy.

**Q:** *If a student's research project requires Human Subjects (IRB) approval what information needs to be provided in the DDRA application?*

A: If a student applicant knows they will need IRB approval they must submit a completed Human Subjects Narrative. Approval is not needed at the time of application. This narrative must be submitted to their Project Director for uploading into the Project Director's portion of the application. The instructions for completing the narrative can be found in the instructions for the ED Supplemental Form to the SF 424.

**Q:** *What if my language of research is English or my native tongue? Am I eligible to apply?*

A: Yes, students whose language of research is English or their native tongue are eligible to apply. But, applicants using English or their native tongue should review question 3, "Qualifications of the Applicant" on the technical review form. Only applicants that are using languages **other than** English or a native tongue are eligible to receive points for this criterion.

**Q:** *May I request funds for hotel, lodging or per diem expenses?*

A: No. Hotel, lodging and per diem expenses are not allowable expenses for the DDRA fellowship period. The maintenance amount awarded is based on the cities/regions and the time period spent in each place. DDRA funds will not be awarded for hotel, lodging or per diem expenses during the same time period that a maintenance allowance is awarded.

**US Department of Education  
Fulbright-Hays Doctoral Dissertation Research Abroad Program**

1.	Last Name, First, Middle		
2.	Date of Birth	3.	Country of Birth
4.	Gender <input type="checkbox"/> M <input type="checkbox"/> F		
5.	Name of US Institution of Higher Education		6. Major Academic Discipline
7.	Language and Area Studies Specialization - Check One Area Only <input type="checkbox"/> Africa • AF <span style="margin-left: 200px;"><input type="checkbox"/> Near East • NE</span> <input type="checkbox"/> Western Hemisphere • WH <span style="margin-left: 150px;"><input type="checkbox"/> South Asia • SA</span> <input type="checkbox"/> Central/Eastern Europe and Eurasia • CEE <span style="margin-left: 100px;"><input type="checkbox"/> Southeast Asia • SEA</span> <input type="checkbox"/> East Asia • EA		
8.	Country(ies) of Research		9. Language(s) of Research
10.	Dates of Proposed Research		11. Tentative Date Advanced to Candidacy
12.	Current Address, Phone & E-Mail		13. Citizenship <input type="checkbox"/> United States <input type="checkbox"/> Resident Alien Alien Registration No. _____
14.	Veteran's Status <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Career Goal <input type="checkbox"/> Teaching <input type="checkbox"/> Other
16.	Proposed Dissertation Title		
17.	Dissertation Abstract (no more than 120 words)		



25.	Budget Request				
a.	International Travel and Baggage Jet travel for the itinerary:				\$
b.	Maintenance Allowance				\$
	<u>City and Country</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
c.	Dependent(s) Allowance				\$
	<u>1st Dependent</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
	<u>Additional Dependents</u>	<u>No. of Months</u>	<u>Monthly Rate</u>	<u>Subtotal</u>	
d.	Project Allowance				\$
e.	Health and Accident Insurance (for fellow only)				\$
f.	Administrative Fee to US Applicant Institution				\$100
g.	Total				\$
26.	Student Certification				
	<i>I certify that all information provided on this form is correct to the best of my knowledge.</i>				
	Name of Applicant			Date	
27.	Advisor Review				
	<i>Date of advisor's review of application.</i>				
	Name of Dissertation Advisor			Date	

<b>28. Curriculum Vita</b>
<b>29. Project Description</b>  (Application Narrative May Not Exceed the Page Limit as Described in the Closing Date Notice.)
<b>Bibliography</b>
<b>Host Country Supporting Materials</b> (Only one document may be uploaded. Please combined all materials into one document for uploading)
<b>Transcript(s)</b> (Only one document may be uploaded. Please combined all materials into one document for uploading)

**FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM  
U.S. DEPARTMENT OF EDUCATION  
WASHINGTON, DC 20006-8521**

Name of Individual Applicant	Name of Institution
Countries of Research	Language
Proposed Project or Dissertation Title	

To be completed by a college/university language teacher and sent to the contact person at the applicant's college or university. Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

**Speaking and Listening (check one)**

- Unable to function in the spoken language
- Able to satisfy basic survival needs and maintain very simple conversation on familiar topics
- Able to satisfy routine social demands and limited work requirements
- Able to participate effectively in most formal and informal conversations on practical and social topics and on professional topics in restricted contexts
- Able to use the language fluently and accurately on all levels pertinent to professional needs
- Use of the language is functionally equivalent to a well-educated native speaker

**Reading (check one)**

- No practical ability to read the language
- Sufficient comprehension to read very simple connected written material in a form equivalent to usual printing or typescript
- Sufficient comprehension to read simple, authentic texts on subjects within a familiar context
- Able to read within a normal range of speed and with almost complete comprehension a variety of authentic prose material on unfamiliar subjects, as well as technical material
- Able to read fluently and accurately all styles and forms of the language pertinent to professional needs, including all materials in one's special field
- Reading proficiency is functionally equivalent to a well-educated native speaker

**Writing (check one)**

- No functional ability in writing
- Sufficient control of the writing system to meet limited demands
- Sufficient control of the writing system to meet most survival needs and limited social demands
- Ability to write with some precision and in some detail about most common topics
- Able to use the language effectively in most formal and informal written exchanges on practical, social, and professional topics
- Writing proficiency is equal to that of a well-educated native speaker

**Please indicate briefly how your evaluation was determined (e.g. two years of coursework, a test, etc.).**

Name	Position or Title	University
Signature	Date	

**FULBRIGHT-HAYS GRADUATE STUDENT REFERENCE FORM**  
**U.S. Department of Education**  
**WASHINGTON, DC 20006-8521**

Name of Individual Applicant	Name of Institution
Countries of Research	Language(s)

Proposed Project or Dissertation Title

**To be completed by referee and sent to the contact person at the applicant's college or university.** Under Section 552a(d) of the Privacy Act, the content of this form is subject to review by the applicant and others accompanying him or her, upon request.

In completing this form, please keep in mind that the applicant for a Fulbright-Hays fellowship may be considered by host country citizens as representing his or her academic community and that his or her university, future U.S. scholars, and his or her country may be judged by the applicant's actions and statements. Consequently, personal suitability, as well as academic excellence, is an important criterion to be considered.

1. **How long and in what capacity have you known the applicant?**
2. **Please indicate the applicant's ability and professional competence in comparison with other individuals whom you have known at similar stages in their careers:**

	Below Average (lowest 40%)	Average (mid 20%)	Above Average (next 15%)	Very Good (next 10%)	Out-standing (next 10%)	Excep-tional (highest 5%)	Inadequate opportunity to observe
A. General knowledge							
B. Knowledge in chosen field							
C. Motivation and seriousness of purpose							
D. Ability to plan and carry out research							
E. Ability to express thoughts in speech and writing							
F. Ability to withstand stress							
G. Self-reliance and independence							
H. Ability to make sound judgments							
I. Potential for future growth in chosen field							
J. Ability to communicate with people							
K. Impression to be made abroad							

3. **On an extra 8-1/2" X 11" sheet, please comment specifically on the feasibility of the applicant's project in terms of resources available abroad, ability of the applicant to carry out the project in the allotted time, linguistic preparation for the proposed plan, the candidate's ability to adapt to a different cultural environment, and any other factors which you believe may have a bearing on the candidate's successful experience overseas. Also indicate your opinion as to the merit or validity of the project itself.**

Name	Position or Title	University
Signature	Date	

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

International Education Programs Service • U.S. Department of Education

**I. NAME OF INDIVIDUAL APPLICANT                      NAME OF APPLICANT INSTITUTION                      WORLD AREA**

**II. CUMULATIVE SCORE OF THE TWO CATEGORIES OF CRITERIA**

		<b>READER TOTAL</b>
<input style="width: 50px; height: 50px;" type="text"/>	<b>QUALITY OF PROPOSED PROJECT (Maximum of 60 points)</b>	<input style="width: 100px; height: 80px;" type="text"/>
<input style="width: 50px; height: 50px;" type="text"/>	<b>QUALIFICATIONS OF APPLICANT (Maximum of 40 points)</b>	
<input style="width: 50px; height: 50px;" type="text"/>	<b>COMPETITIVE PRIORITIES (10 points)</b>	

Indicate above the cumulative scores for the three categories (Sections V through VII found on the following pages). Add the scores from the three boxes on the left and place the total in the large box to the right. The sum of the Reader Totals will constitute the Panel's final judgment.

**DO NOT USE DECIMAL POINTS**

**III. OVERALL COMMENTS**

**IV. SIGNATURE OF REVIEWER**

**DATE**

--	--

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**  
 Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.

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

**V. QUALITY OF PROPOSED PROJECT (Maximum of 60 points)**

1. The statement of the major hypotheses to be tested or questions to be examined and the description and justification of the research methods to be used.

*YOUR COMMENT:*

(15)

2. The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline.

*YOUR COMMENT:*

(10)

3. The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries.

*YOUR COMMENT:*

(10)

<b>TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD</b> Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	RATING SCALE			
	if total points are:	5	10	15
	Outstanding	5	10	15
	Very Good	4	8	12
	Good	3	6	9
	Average	2	4	6
	Poor	1	2	3
	Unacceptable or not described	0	0	0

4. The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad.  
 YOUR COMMENT:

(10)

5. The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries.  
 YOUR COMMENT:

(5)

6. The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions abroad, and acquainting the applicant with research in the field.  
 YOUR COMMENT:

(10)

**QUALITY OF PROPOSED PROJECT**  
 (Please record this total in Section II on the cover page.)

**TOTAL POINTS:**  
 (0-60)

<b>TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD</b> Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	RATING SCALE			
	If total points are:	5	10	15
	Outstanding	5	10	15
	Very Good	4	8	12
	Good	3	6	9
	Average	2	4	6
	Poor	1	2	3
	Unacceptable or not described	0	0	0

**VI. QUALIFICATIONS OF THE APPLICANT (Maximum of 40 points)**

1. The overall strength of the applicant's graduate academic record.  
 YOUR COMMENT:

(10)

2. The extent to which the applicant's academic record demonstrates a strength in area studies relevant to the proposed project.  
 YOUR COMMENT:

(10)

3. The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers.  
 YOUR COMMENT:

(15)

4. The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experiences, or both.  
 YOUR COMMENT:

(5)

**QUALIFICATIONS OF THE APPLICANT**  
 (Please record this total in Section II on the cover page.)

**TOTAL POINTS:**  
 (0-40)

<b>TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD</b> Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on the Cover Page.	RATING SCALE		
	If total points are:	5	10 15
	Meets the competitive priority	5	
	Does not meet the competitive priority	0	

**VII. COMPETITIVE PRIORITIES (10 points)**

We award an additional five (5) points to an application if it meets this priority:

A research project that focuses on any of the seventy-eight (78) languages selected from the U.S. Department of Education’s list of Less Commonly Taught Languages (LCTLs):

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

Note: The score will be EITHER FIVE (5) OR ZERO (0). Do not enter any other number.

*YOUR COMMENT:*

(5)

We award an additional five (5) points to an application if it meets this priority:

Research projects that are proposed by applicants using advanced language proficiency in one of the 78 LCTLs listed in Competitive Preference Priority 1 in their research and are in the fields of economics, engineering, international development, global education, mathematics, political science, public health, science, or technology

Note: The score will be EITHER FIVE (5) OR ZERO (0). Do not enter any other number.

*YOUR COMMENT:*

(5)

**(Please record this total in Section II on the cover page.)**

Fulbright-Hays training grants maintenance allowances are based on current cost-of-living data provided by the Department of State. Additional and more up-to-date information on costs of living obtained at the time individual applications are reviewed by diplomatic missions and binational commissions overseas may require modifications of these rates at a later date. The allowances of fellows jointly sponsored by US/ED and other organizations [e.g., SSRC, NSF] will be adjusted accordingly.

LOCALITY	MONTHLY STIPEND	FIRST DEPENDENT	ADD'L DEPENDENT(S)
ALBANIA			
Tirana	2601	1040	520
Other	1206	482	241
ALGERIA			
Algiers	3456	1382	691
Other	2295	918	459
ANDORRA			
Andorra	2988	1195	598
ANGOLA	4509	1804	902
ANTIGUA AND BARBUDA			
Antigua and Barbuda	2538	1015	508
Other	558	223	112
ARGENTINA			
Bariloche	2016	806	403
Buenos Aires	2538	1015	508
Cordoba	2007	803	401
Mendoza	2583	1033	517
Salta	1953	781	391
Other	2628	1051	526
ARMENIA	2160	864	432
AUSTRALIA			
Adelaide	3924	1570	785
Brisbane	3384	1354	677
Cairns	3015	1206	603
Canberra	3303	1321	661
Darwin Northern Territories	3105	1242	621
Fremantle	3654	1462	731
Hobart	3681	1472	736
Melbourne	4050	1620	810
Perth	4680	1872	936
Sydney	3438	1375	688
Other	3249	1300	650
AUSTRIA			
Graz	3222	1289	644
Linz	3132	1253	626
Salzburg	3492	1397	698
Vienna	3321	1328	664
Other	3321	1328	664
AZERBAIJAN	3357	1343	671
BAHAMAS, THE			
Andros Island	1926	770	385
Eleuthera Island	2043	817	409
Grand Bahama Island	2259	904	452
Nassau	3780	1512	756
Other	1926	770	385
BAHRAIN	3564	1426	713

BANGLADESH				
	Dhaka	2394	958	479
	Other	1215	486	243
BARBADOS				
		3240	1296	648
BELARUS				
		3537	1415	707
BELGIUM				
	Antwerp	2997	1199	599
	Brugge	2241	896	448
	Brussels	3150	1260	630
	Diegem	3150	1260	630
	Gosselies	1953	781	391
	Kleine Brogol	1971	788	394
	Liege	2187	875	437
	Mons	1953	781	391
	SHAPE/Chievres	1953	781	391
	Zaventem	3150	1260	630
	Other	1539	616	308
BELIZE				
	Belize City	1881	752	376
	Belmopan	2106	842	421
	San Pedro	2196	878	439
	Other	1881	752	376
BENIN				
	Cotonou	2214	886	443
	Other	1323	529	265
BERMUDA				
		4482	1793	896
BHUTAN				
		3528	1411	706
BOLIVIA				
	Cochabamba	1080	432	216
	La Paz	1413	565	283
	Santa Cruz	1476	590	295
	Sucre	1161	464	232
	Tarija	1026	410	205
	Other	909	364	182
BOSNIA-HERZEGOVINA				
		1728	691	346
BOTSWANA				
	Francistown	1998	799	400
	Gaborone	1890	756	378
	Kasane	2214	886	443
	Selebi Phikwe	1710	684	342
	Other	1323	529	265
BRAZIL				
	Angra dos Reis	1503	601	301
	Belem	3330	1332	666
	Belo Horizonte	2808	1123	562
	Brasilia	2853	1141	571
	Campinas	1638	655	328
	Campo Grande	1377	551	275
	Fortaleza	2151	860	430
	Foz do Iguacu	2358	943	472
	Goiania	2925	1170	585
	Joao Pessoa	1368	547	274
	Manaus	2187	875	437
	Natal	2646	1058	529

	Porto Alegre	2673	1069	535
	Recife, Pernambuco	2628	1051	526
	Rio de Janeiro	3933	1573	787
	Salvador da Bahia	2097	839	419
	Sao Jose dos Campos	1917	767	383
	Sao Paulo	3897	1559	779
	Other	2763	1105	553
BRITISH WEST INDIES				
	Anguilla	2079	832	416
	Cayman Islands	2637	1055	527
	Virgin Islands, Br	2403	961	481
	Other	1296	518	259
BRUNEI				
	Bandar Seri Begawan	2610	1044	522
	Other	1107	443	221
BULGARIA				
	Bourgas	1188	475	238
	Plovdiv	2043	817	409
	Ruse	963	385	193
	Sofia	2439	976	488
	Varna	1395	558	279
	Other	1359	544	272
BURKINA				
	Ouagadougou	2250	900	450
	Other	1269	508	254
BURMA				
	Naypyitaw	2034	814	407
	Rangoon	1872	749	374
	Other	1701	680	340
BURUNDI		1683	673	337
CAMBODIA				
	Phnom Penh	2043	817	409
	Siem Riep	2178	871	436
	Sihanoukville	1341	536	268
	Other	765	306	153
CAMEROON				
	Douala	2475	990	495
	Yaounde	2448	979	490
	Other	1044	418	209
CANADA				
	Banff	4248	1699	850
	Calgary	4275	1710	855
	Dartmouth	2844	1138	569
	Edmonton	2826	1130	565
	Fredericton	2709	1084	542
	Gander, Newfoundland	1386	554	277
	Halifax	2844	1138	569
	Mississauga	1872	749	374
	Moncton	2412	965	482
	Montreal	3006	1202	601
	Northwest Territories	1998	799	400
	Ottawa	2628	1051	526
	Prince Edward Is.	2628	1051	526
	Quebec	3888	1555	778

	Richmond	2682	1073	536
	Saint John's	2565	1026	513
	Sidney	2754	1102	551
	Toronto	2862	1145	572
	Vancouver	2889	1156	578
	Victoria	2754	1102	551
	Winnipeg	2349	940	470
	Other	2493	997	499
CAPE VERDE				
	Boa Vista Island	1791	716	358
	Praia	2070	828	414
	Sal Island	2160	864	432
	Sao Tiago Island	990	396	198
	Sao Vicente Island	1683	673	337
	Other	1116	446	223
CENTRAL AFRICAN REPUBLIC		2268	907	454
CHAD				
	Ndjamena	3339	1336	668
	Other	648	259	130
CHILE		2421	968	484
CHINA				
	Beijing	3330	1332	666
	Changchun	1863	745	373
	Chengdu	2088	835	418
	Chongqing	1638	655	328
	Dalian	1809	724	362
	Fuzhou	2475	990	495
	Guangzhou	3402	1361	680
	Guilin	2160	864	432
	Hangzhou	2367	947	473
	Harbin	1854	742	371
	Jinan	1854	742	371
	Kunming	1908	763	382
	Lhasa	1647	659	329
	Lijiang	1296	518	259
	Nanjing	1953	781	391
	Ningbo	2142	857	428
	Qingdao	2205	882	441
	Sanya	2412	965	482
	Shanghai	2790	1116	558
	Shantou	2043	817	409
	Shenyang	1602	641	320
	Shenzhen	3591	1436	718
	Suzhou	2358	943	472
	Tianjin	2187	875	437
	Urumqi	2025	810	405
	Xiamen	2439	976	488
	Wuhan	2358	943	472
	Other	2358	943	472
COLOMBIA				
	Barranquilla	2016	806	403
	Bogota	3438	1375	688
	Buenaventura	1971	788	394
	Cali	2241	896	448

	Cartagena	3699	1480	740
	Medellin	2358	943	472
	San Andres	2250	900	450
	Santa Marta	2241	896	448
	Other	2250	900	450
COMOROS				
	Moroni	3393	1357	679
	Other	1575	630	315
CONGO, REPUBLIC OF				
	Brazzaville	3276	1310	655
	Other	3276	1310	655
COOK ISLANDS		1593	637	319
COSTA RICA		2106	842	421
COTE D'IVOIRE				
	Abidjan	2682	1073	536
	Yamoussoukro	1575	630	315
	Other	1404	562	281
CROATIA				
	Cavtat	4563	1825	913
	Dubrovnik	4293	1717	859
	Spilt	2340	936	468
	Zagreb	2916	1166	583
	Other	2916	1166	583
CUBA				
	Guantanamo Bay	756	302	151
	Havana	1494	598	299
	Other	1125	450	225
CYPRUS				
	Akrotiri	3069	1228	614
	Limassol	3069	1228	614
	Nicosia	2871	1148	574
	Paphos	3384	1354	677
	Other	2142	857	428
CZECH REPUBLIC				
	Brno	2502	1001	500
	Prague	3744	1498	749
	Other	1962	785	392
DEMOCRATIC REPUBLIC OF THE CONGO				
	Bukavu	2448	979	490
	Goma	1854	742	371
	Kinshasa	3582	1433	716
	Lubumbashi	2304	922	461
	Mbuji Mayi, Kasai	1611	644	322
	Other	1251	500	250
DENMARK				
	Aalborg	3204	1282	641
	Copenhagen	3645	1458	729
	Odense	3348	1339	670
	Other	3267	1307	653
DJIBOUTI				
	Djibouti City	3069	1228	614
	Other	1386	554	277
DOMINICA		1989	796	398

DOMINICAN REPUBLIC				
	La Romana	2403	961	481
	Puerto Plata	1422	569	284
	Santo Domingo	2250	900	450
	Sosua	1422	569	284
	Other	1710	684	342
EASTER ISLAND				
ECUADOR				
	Cuenca	1701	680	340
	Guayaquil	1917	767	383
	Manta	1611	644	322
	Quito	2385	954	477
	Other	1701	680	340
EGYPT				
	Alexandria	2070	828	414
	Aswan	1494	598	299
	Bir Taba	1188	475	238
	Cairo	2403	961	481
	El Arish	1287	515	257
	Hurghada	1251	500	250
	Luxor	2061	824	412
	Marsa Matrouh	1053	421	211
	Port Said	1476	590	295
	Sharm el Sheikh	2043	817	409
	Sidi Abdel Rahman	1152	461	230
	St. Catherine	1395	558	279
	Other	1674	670	335
EL SALVADOR				
	San Salvador	1989	796	398
	Other	891	356	178
EQUATORIAL GUINEA				
ERITREA				
	Asmara	1980	792	396
	Other	729	292	146
ESTONIA				
	Tallinn	2187	875	437
	Other	1449	580	290
ETHIOPIA				
	Addis Ababa	3402	1361	680
	Other	783	313	157
FALKLAND ISLANDS				
FAROE ISLANDS				
FIJI				
	Korolevu	1539	616	308
	Nadi	2322	929	464
	Sigatoka	2358	943	472
	Other	2097	839	419
FINLAND				
	Helsinki	3258	1303	652
	Other	2862	1145	572
FRANCE				
	Aix-en-Provence	2385	954	477
	Bordeaux	3429	1372	686
	Clermont-Ferrand	2466	986	493

	Istres	1764	706	353
	Le Havre	2061	824	412
	Lille	2358	943	472
	Lyon	3582	1433	716
	Marseille	3735	1494	747
	Montpellier	3798	1519	760
	Nice	3591	1436	718
	Paris	4932	1973	986
	Rennes	2592	1037	518
	Strasbourg	3825	1530	765
	Toulouse	3609	1444	722
	Other	2871	1148	574
	FRENCH GUIANA	2691	1076	538
	FRENCH POLYNESIA	3789	1516	758
	GABON			
	Libreville	4365	1746	873
	Other	2853	1141	571
	GAMBIA, THE			
	Banjul	2052	821	410
	Other	603	241	121
	GEORGIA			
	Tbilisi	2682	1073	536
	Adjara Region	2286	914	457
	Gudauri	1575	630	315
	Other	1215	486	243
	GERMANY			
	Aachen	2556	1022	511
	Bad Honnef	2646	1058	529
	Berlin	3285	1314	657
	Boeblingen	3096	1238	619
	Bonames	3492	1397	698
	Bonn	2646	1058	529
	Bremen	2907	1163	581
	Chemnitz	1764	706	353
	Cologne	3303	1321	661
	Delmenhorst	3087	1235	617
	Dresden	3087	1235	617
	Duesseldorf	2943	1177	589
	Echterdingen	3096	1238	619
	Erfurt	3087	1235	617
	Eschborn	3492	1397	698
	Esslingen	3096	1238	619
	Frankfurt am Main	3492	1397	698
	Garmisch-Partenkirchen	1899	760	380
	Hamburg	3159	1264	632
	Hannover	2700	1080	540
	Heidelberg	3087	1235	617
	Herongen	2943	1177	589
	Herrsching	3087	1235	617
	Herzogenaurach	3087	1235	617
	Ingolstadt	3087	1235	617
	Hoechst	3492	1397	698
	Kalkar	2943	1177	589
	Koenigswinter	2646	1058	529

	Kornwestheim	3096	1238	619
	Leipzig	2682	1073	536
	Ludwigsburg	3096	1238	619
	Mainz	3177	1271	635
	Moenchen-Gladbach	2943	1177	589
	Munich	3564	1426	713
	Nellingen	3096	1238	619
	Niederbachem	2646	1058	529
	Oberammergau	1899	760	380
	Offenbach	3492	1397	698
	Rhoendorf	2646	1058	529
	Roedelheim	3492	1397	698
	Schwabach	3087	1235	617
	Sindelfingen	3096	1238	619
	Stuttgart	3096	1238	619
	Tuebingen	3096	1238	619
	Twisteden	2943	1177	589
	Wahn	2646	1058	529
	Weimar	2673	1069	535
	Wiesbaden	3132	1253	626
	Zirndorf	3087	1235	617
	Other	3087	1235	617
GHANA				
	Accra	2871	1148	574
	Other	1287	515	257
GIBRALTAR				
GREECE				
	Athens	3024	1210	605
	Other	2448	979	490
GREENLAND				
	Thule	2502	1001	500
	Other	2817	1127	563
GRENADA				
GUADELOUPE				
	Saint Martin (French Part)	1908	763	382
	Other	1413	565	283
GUATEMALA				
	Guatemala City	2007	803	401
	Other	1638	655	328
GUINEA				
	Conakry	2394	958	479
	Other	945	378	189
GUINEA-BISSAU				
	Bissau	2502	1001	500
	Other	792	317	158
GUYANA				
HAITI				
	Petionville	2493	997	499
	Port-au-Prince	2493	997	499
	Other	1683	673	337
HOLY SEE, THE				
HONDURAS				
	Le Ceiba	1773	709	355
	San Pedro Sula	2277	911	455

	Tegucigalpa	2277	911	455
	Tela	1674	670	335
	Other	1161	464	232
HONG KONG		4473	1789	895
HUNGARY				
	Budapest	2277	911	455
	Papa	1422	569	284
	Other	1197	479	239
ICELAND				
	Keflavik-Grindavik	1620	648	324
	Reykjavik	2844	1138	569
	Other	1998	799	400
INDIA				
	Agra	1944	778	389
	Bangalore	2520	1008	504
	Calcutta	2520	1008	504
	Chennai	2520	1008	504
	Goa	1944	778	389
	Hyderabad	2520	1008	504
	Mumbai	2520	1008	504
	New Delhi	2520	1008	504
	Pune	2520	1008	504
	Trivandraum	1944	778	389
	Other	1944	778	389
INDONESIA				
	Bali	3537	1415	707
	Bandung	1197	479	239
	Batam	1170	468	234
	Jakarta	3258	1303	652
	Jayapura	1503	601	301
	Medan	1314	526	263
	Surabaya	1836	734	367
	Timika, Irian Jaya	2898	1159	580
	Other	1314	526	263
IRAN		1395	558	279
IRELAND				
	Cork	2808	1123	562
	Dublin	3897	1559	779
	Galway	2907	1163	581
	Other	2592	1037	518
ISRAEL				
	Eilat	4095	1638	819
	En Boqeq	3186	1274	637
	Haifa	3141	1256	628
	Sedom	3186	1274	637
	Tel Aviv	4437	1775	887
	Tiberias	3231	1292	646
	Other	3231	1292	646
ITALY				
	Bari	2700	1080	540
	Bologna	4131	1652	826
	Catania	2808	1123	562
	Ferrara	2844	1138	569
	Florence	4194	1678	839

	Gaeta	1782	713	356
	Genoa	3573	1429	715
	La Spezia	2547	1019	509
	Milan	4374	1750	875
	Modena	2709	1084	542
	Naples	2943	1177	589
	Palermo	2763	1105	553
	Pisa	2358	943	472
	Pordenone-Aviano	1665	666	333
	Ravenna	2547	1019	509
	Reggio Emilia	2871	1148	574
	Rimini	3051	1220	610
	Rome	5130	2052	1026
	Siena	3888	1555	778
	Taormina	2808	1123	562
	Trieste	3348	1339	670
	Turin	3969	1588	794
	Venice	4725	1890	945
	Verona	2799	1120	560
	Vicenza	1683	673	337
	Other	2268	907	454
JAMAICA		2349	940	470
JAPAN				
	Akashi	3699	1480	740
	Akita	2574	1030	515
	Amagasaki	3699	1480	740
	Aomori	2466	986	493
	Asahikawa	2349	940	470
	Ashiya	3852	1541	770
	Awashima	6084	2434	1217
	Beppu	3519	1408	704
	Chitose	2223	889	445
	Fukui	1962	785	392
	Fukuoka	3861	1544	772
	Fukuyama	2052	821	410
	Gifu	3546	1418	709
	Hamamatsu	2925	1170	585
	Hiroshima	2907	1163	581
	Itazuke	3861	1544	772
	Izumisano	3456	1382	691
	Kagoshima	3015	1206	603
	Kanazawa	2394	958	479
	Kitakyushu	3456	1382	691
	Kochi	2538	1015	508
	Komaki	2961	1184	592
	Kumamoto	3627	1451	725
	Kurashiki	4734	1894	947
	Kure	2853	1141	571
	Kushiro	2061	824	412
	Kyoto	4518	1807	904
	Matsue	2007	803	401
	Matsuyama	2925	1170	585
	Miyazaki	4716	1886	943
	Morioka	2412	965	482

	Nagasaki	4284	1714	857
	Nagoya	3816	1526	763
	Nara	2511	1004	502
	Narita	3375	1350	675
	Niigata	2187	875	437
	Nishinomiya	3852	1541	770
	Obihiro	2565	1026	513
	Oita	2682	1073	536
	Okayama	3339	1336	668
	Okinawa Prefecture	3942	1577	788
	Osaka-Kobe	3699	1480	740
	Otsu	3087	1235	617
	Oyama	2178	871	436
	Sapporo	3456	1382	691
	Sasebo	1989	796	398
	Sendai	3357	1343	671
	Shiga	3087	1235	617
	Takamatsu	2421	968	484
	Takayama	3114	1246	623
	Tokushima	2394	958	479
	Tokyo City	4410	1764	882
	Tokyo-To	3150	1260	630
	Tottori	2583	1033	517
	Toyama	2952	1181	590
	Toyonaka	3402	1361	680
	Tsu	2979	1192	596
	Wakayama	3105	1242	621
	Yamato	2682	1073	536
	Yokohama	3069	1228	614
	Yokota	1917	767	383
	Yufuin	3204	1282	641
	Other	2970	1188	594
JERUSALEM		4194	1678	839
JORDAN				
	Amman	2790	1116	558
	Aqaba	2259	904	452
	Dead Sea/Jordan Valley	2916	1166	583
	Petra	2637	1055	527
	Other	2259	904	452
KAZAKHSTAN				
	Almaty	3042	1217	608
	Astana	3285	1314	657
	Other	2124	850	425
KENYA				
	Lamu	3384	1354	677
	Malindi	3195	1278	639
	Mombasa	2439	976	488
	Mt. Kenya Area	3051	1220	610
	Nairobi	3690	1476	738
	Nanyuki	513	205	103
	Watamu	2898	1159	580
	Other	1746	698	349
KIRIBATI				
	Christmas Island	1260	504	252

	Tawara	1467	587	293
	Other	1467	587	293
KOREA				
	Changwon	1773	709	355
	Cheju	2979	1192	596
	Chinju	1440	576	288
	Chongju	1161	464	232
	Chonju	2079	832	416
	Chung Ju	1359	544	272
	Incheon	2340	936	468
	Kimhae	1251	500	250
	kumi	1701	680	340
	Kwangju	1872	749	374
	Kyongju	2151	860	430
	Masan	1287	515	257
	Pohang	1881	752	376
	Pusan	3231	1292	646
	Pyongtaek	1332	533	266
	Seoul	3150	1260	630
	Sokcho	1872	749	374
	Taegu	1791	716	358
	Taejon	1809	724	362
	Uijongbu	1179	472	236
	Ulsan	2655	1062	531
	Other	1179	472	236
KOSOVO				
	Pristina	1674	670	335
	Other	918	367	184
KUWAIT		4194	1678	839
KYRGYZSTAN				
	Bishkek	2799	1120	560
	Issyk-Kaul Region	1728	691	346
	Other	1152	461	230
LAOS				
	Luang Prabang	1899	760	380
	Vientiane	1746	698	349
	Other	1026	410	205
LATVIA		2322	929	464
LEBANON		1773	709	355
LESOTHO				
	Maseru	2034	814	407
	Other	810	324	162
LIBERIA				
	Monrovia	2250	900	450
	Other	1044	418	209
LIBYA				
	Benghazi	1764	706	353
	Misurata	1764	706	353
	Sirte	1764	706	353
	Tripoli	4032	1613	806
	Other	1440	576	288
LIECHTENSTEIN		3924	1570	785
LITHUANIA				
	Palanga	2538	1015	508

	Vilnius	2493	997	499
	Other	1935	774	387
LUXEMBOURG		4131	1652	826
MACAU		3969	1588	794
MACEDONIA		2286	914	457
MADAGASCAR				
	Antananarivo	2133	853	427
	Nosy Be	1917	767	383
	Other	1503	601	301
MALAWI				
	Blantyre	2187	875	437
	Lilongwe	2187	875	437
	Mangochi	2016	806	403
	Other	1386	554	277
MALAYSIA				
	Kuala Lumpur	2151	860	430
	Other	1503	601	301
MALDIVES		3942	1577	788
MALI				
	Bamako	1989	796	398
	Other	1125	450	225
MALTA		2259	904	452
MARSHALL ISLANDS				
	Kwajalein Atoll	1584	634	317
	Majuro	1836	734	367
	Other	747	299	149
MARTINIQUE		3276	1310	655
MAURITANIA				
	Nouadhibou	1143	457	229
	Nouakchott	1800	720	360
	Other	999	400	200
MAURITIUS		2088	835	418
MEXICO				
	Acapulco	2358	943	472
	Cabo San Lucas	2466	986	493
	Campeche	1116	446	223
	Cancun	2646	1058	529
	Chihuahua	1710	684	342
	Ciudad Juarez	1269	508	254
	Ciudad Victoria	1359	544	272
	Colima	1035	414	207
	Cozumel	2070	828	414
	Cuernavaca	1899	760	380
	Culiacan	1143	457	229
	Ensenada	1890	756	378
	Guadalajara	2160	864	432
	Hermosillo	1566	626	313
	Huatulco	1935	774	387
	Ixtapa Zihuatanejo	1683	673	337
	La Paz	1701	680	340
	Manzanillo	1404	562	281
	Matamoros	1359	544	272
	Mazatlan	1674	670	335
	Merida	1584	634	317

	Mexicali	1998	799	400
	Mexico City	2700	1080	540
	Monterrey	2313	925	463
	Morelia	1548	619	310
	Nogales	1737	695	347
	Nuevo Laredo	1440	576	288
	Puebla	1782	713	356
	Puerto Penasco	1845	738	369
	Puerto Vallarta	2340	936	468
	Queretaro	1548	619	310
	San Carlos	1458	583	292
	San Jose Del Cabo	2205	882	441
	San Miguel de Allende	1611	644	322
	Tapachula	1359	544	272
	Tijuana	1701	680	340
	Veracruz	1719	688	344
	Zacatecas	1773	709	355
	Other	1503	601	301
MICRONESIA, FED. STATES OF				
	Chuuk	1710	684	342
	Yap	1872	749	374
	Other	1710	684	342
MOLDOVA		2106	842	421
MONACO		3312	1325	662
MONGOLIA				
	Ulaanbaatar	2493	997	499
	Other	918	367	184
MONTENEGRO		3429	1372	686
MOROCCO				
	Agadir	2088	835	418
	Casablanca	2835	1134	567
	Fes	3051	1220	610
	Marrakech	2826	1130	565
	Rabat	2331	932	466
	Tangier	2484	994	497
	Taroudant	2232	893	446
	Other	2025	810	405
MOZAMBIQUE		1980	792	396
	Maputo	2304	922	461
	Pemba	1980	792	396
	Other	1980	792	396
NAMIBIA				
	Etosha	1512	605	302
	Swakopmund	2196	878	439
	Windhoek	2088	835	418
	Other	1512	605	302
NAURU		1611	644	322
NEPAL				
	Kathmandu	1917	767	383
	Pokhara	1611	644	322
	Other	918	367	184
NETHERLANDS				
	Amsterdam	3816	1526	763
	Hague, The	3168	1267	634

	Lisse	3042	1217	608
	Maastricht	4212	1685	842
	Noordwijk	3006	1202	601
	Papendrecht	3249	1300	650
	Rotterdam	3249	1300	650
	Schiphol	3258	1303	652
	Utrecht	2862	1145	572
	Ypenburg	3168	1267	634
	Other	3069	1228	614
NETHERLANDS ANTILLES				
	Aruba	3123	1249	625
	Curacao	2772	1109	554
	Saba	2691	1076	538
	Sint Maarten	2538	1015	508
	Other	2034	814	407
NEW CALEDONIA				
		2601	1040	520
NEW ZEALAND				
	Auckland	3033	1213	607
	Christchurch	2664	1066	533
	Queenstown	2313	925	463
	Rotarua	2277	911	455
	Wellington	2907	1163	581
	Other	2205	882	441
NICARAGUA				
	Managua	2142	857	428
	Other	1377	551	275
NIGER				
	Niamey	1791	716	358
	Other	1404	562	281
NIGERIA				
	Abuja	4572	1829	914
	Bauchi	2691	1076	538
	Calabar	2079	832	416
	Enugu	2214	886	443
	Ibadan	1422	569	284
	Jos	2205	882	441
	Kaduna	2277	911	455
	Kano	2997	1199	599
	Lagos	3447	1379	689
	Sokoto	1521	608	304
	Warri	2115	846	423
	Yenagoa	2034	814	407
	Other	1674	670	335
NIUE				
		1278	511	256
NORWAY				
	Oslo	3456	1382	691
	Stavanger	3294	1318	659
	Other	3456	1382	691
OMAN				
	Muscat	3348	1339	670
	Salah	2736	1094	547
	Other	2736	1094	547
PAKISTAN				
	Faisalabad	1611	644	322

	Islamabad	990	396	198
	Karachi	2790	1116	558
	Lahore	3087	1235	617
	Peshawar	1809	724	362
	Other	1953	781	391
PALAU		2295	918	459
PANAMA				
	Colon	2286	914	457
	Panama City	2286	914	457
	Other	657	263	131
PAPUA NEW GUINEA				
	Port Moresby	5463	2185	1093
	Other	3519	1408	704
PARAGUAY				
	Asuncion	2286	914	457
	Ciudad del Este	1710	684	342
	Pegro Juan	1206	482	241
	Other	828	331	166
PERU				
	Cuzco	2997	1199	599
	Lima	3051	1220	610
	Paracas	2466	986	493
	Other	1773	709	355
PHILIPPINES				
	Cebu	1638	655	328
	Davao City	1368	547	274
	Manila	2133	853	427
	Other	1692	677	338
POLAND				
	Gdansk	2286	914	457
	Katowice	2790	1116	558
	Krakow	2961	1184	592
	Poznan	2466	986	493
	Warsaw	2565	1026	513
	Wroclaw	2268	907	454
	Zakopane	2061	824	412
	Other	1674	670	335
PORTUGAL				
	Cascais	2043	817	409
	Estoril	2043	817	409
	Faial Island	1746	698	349
	Lisbon	2358	943	472
	Madeira Islands	1746	698	349
	Oeiras	2043	817	409
	Oporto	1593	637	319
	Ponta Delgada	2232	893	446
	Sao Miguel Island	2232	893	446
	Other	1665	666	333
QATAR		3069	1228	614
REUNION		1989	796	398
ROMANIA				
	Bucharest	2718	1087	544
	Constanta	1593	637	319
	Other	1710	684	342

RUSSIA				
	Moscow	3609	1444	722
	St. Petersburg	4374	1750	875
	Vladivostok	3015	1206	603
	Yuzhno-Sakhalinsk	3330	1332	666
	Other	2268	907	454
RWANDA				
	Akagera	2502	1001	500
	Gisenyi	1521	608	304
	Kigali	2475	990	495
	Ruhengeri	1746	698	349
	Other	1521	608	304
SAINT HELENA		621	248	124
SAINT KITTS AND NEVIS		2754	1102	551
SAINT VINCENT AND THE GRENADINES		2214	886	443
SAMOA		2394	958	479
SAN MARINO		2178	871	436
SAO TOME AND PRINCIPE		2592	1037	518
SAUDI ARABIA				
	Dhahran Area	3177	1271	635
	Jeddah	4680	1872	936
	Medina	2358	943	472
	Riyadh	3573	1429	715
	Taif	1998	799	400
	Other	4077	1631	815
SENEGAL				
	Dakar	2601	1040	520
	Other	1557	623	311
SERBIA				
	Belgrade	3204	1282	641
	Other	1332	533	266
SEYCHELLES		4023	1609	805
SIERRA LEONE				
	Freetown	1755	702	351
	Other	855	342	171
SINGAPORE		3960	1584	792
SLOVAK REPUBLIC				
	Bratislava	3078	1231	616
	Zilina	1710	684	342
	Other	2025	810	405
SLOVENIA				
	Portoroz	2637	1055	527
	Other	2367	947	473
SOLOMON ISLANDS		2754	1102	551
SOMALIA				
	Mogadishu	1872	749	374
	Other	1521	608	304
SOUTH AFRICA				
	Bloemfontein	2232	893	446
	Cape Town	4941	1976	988
	Durban	2502	1001	500
	Johannesburg	2988	1195	598
	Pretoria	2610	1044	522

	Skukuza	2016	806	403
	Stellenbosch	1404	562	281
	Sun City	3150	1260	630
	Other	2430	972	486
SOUTH SUDAN				
	Other	2448	979	490
SPAIN				
	Almeria	2727	1091	545
	Balearic Islands	3141	1256	628
	Barcelona	3636	1454	727
	Bilbao	2358	943	472
	Fuengirola	2439	976	488
	La Coruna	2385	954	477
	Las Palmas de Gran Canaria	2844	1138	569
	Madrid	3591	1436	718
	Malaga	2457	983	491
	Marbella	2457	983	491
	Oviedo	2115	846	423
	San Sebastian	2259	904	452
	Santa Cruz de Tenerife	2169	868	434
	Santander	2565	1026	513
	Santiago de Compostela	2673	1069	535
	Valencia	2286	914	457
	Vigo	2304	922	461
	Zaragoza	3411	1364	682
	Other	2484	994	497
SRI LANKA				
	Ahungalla	1512	605	302
	Bentota	1314	526	263
	Colombo	2970	1188	594
	Galle	1944	778	389
	Other	1368	547	274
ST LUCIA		3114	1246	623
SUDAN				
	Khartoum	3987	1595	797
	Other	3465	1386	693
SURINAME		1683	673	337
SWAZILAND				
	Mbabane	2412	965	482
	Other	1053	421	211
SWEDEN		3942	1577	788
SWITZERLAND				
	Basel	3987	1595	797
	Bern	4230	1692	846
	Davos	4275	1710	855
	Geneva	4482	1793	896
	Klosters	4293	1717	859
	Lugano	4050	1620	810
	Montreux	3861	1544	772
	Zurich	4230	1692	846
	Other	3672	1469	734
SYRIA		3096	1238	619
TAIWAN				

	Kaohsiung	1764	706	353
	Taichung	1611	644	322
	Taipei	2538	1015	508
	Other	1611	644	322
TAJIKISTAN		2925	1170	585
TANZANIA				
	Dar es Salaam	2457	983	491
	Zanzibar	2457	983	491
	Other	1683	673	337
THAILAND				
	Bangkok	1962	785	392
	Chiang Mai	1908	763	382
	Chiang Rai	1170	468	234
	Hat Yai	1170	468	234
	Hua Hin	1998	799	400
	Khao Lak	2529	1012	506
	Krabi	2529	1012	506
	Pattaya City	1737	695	347
	Phuket	2529	1012	506
	Samui Island	2088	835	418
	Other	954	382	191
TIMOR-LESTE				
	Dili	1890	756	378
	Other	801	320	160
TOGO				
	Lama Kara	774	310	155
	Lome	2439	976	488
	Other	567	227	113
TOKELAU ISLANDS		342	137	68
TONGA		2439	976	488
TRINIDAD AND TOBAGO				
	Tobago	3717	1487	743
	Other	3141	1256	628
TUNISIA				
	Carthage	1890	756	378
	Gammarth	1890	756	378
	Lamarsa	1890	756	378
	Tunis	1890	756	378
	Other	1278	511	256
TURKEY				
	Adana-Incirlik	2241	896	448
	Ankara	2871	1148	574
	Antalya	2547	1019	509
	Aydin	2376	950	475
	Bursa	2340	936	468
	Elmadag	2871	1148	574
	Istanbul	3870	1548	774
	Izmir-Cigli	2340	936	468
	Manzarali	2871	1148	574
	Nevsehir	2097	839	419
	Yamanlar	2340	936	468
	Other	1818	727	364
TURKMENISTAN		2322	929	464
TURKS AND CAICOS ISLANDS		2106	842	421

TUVALU		1746	698	349
UGANDA				
	Entebbe	2277	911	455
	Jinja	2169	868	434
	Kampala	2790	1116	558
	Other	954	382	191
UKRAINE				
	Kharkiv	2223	889	445
	Kiev	3366	1346	673
	Other	2133	853	427
UNITED ARAB EMIRATES				
	Abu Dhabi	4734	1894	947
	Dubai	4131	1652	826
	Other	4734	1894	947
UNITED KINGDOM				
	Belfast	3348	1339	670
	Birmingham	2619	1048	524
	Bristol	3195	1278	639
	Cardiff, Wales	2826	1130	565
	Caversham	3294	1318	659
	Crawley	4491	1796	898
	Edinburgh	3123	1249	625
	Gatwick	3276	1310	655
	Glasgow	2790	1116	558
	Harrogate	2079	832	416
	High Wycombe	2736	1094	547
	Horley	3276	1310	655
	Liverpool	2538	1015	508
	London	4491	1796	898
	Manchester	2952	1181	590
	Menwith Hill	2079	832	416
	Oxford	2511	1004	502
	Reading	3294	1318	659
	Other	2295	918	459
URUGUAY				
	Colonia	2385	954	477
	Montevideo	2268	907	454
	Punta del Este	3285	1314	657
	Other	2268	907	454
UZBEKISTAN		1485	594	297
	Tashkent	2511	1004	502
	Other	1278	511	256
VANUATU				
	Port Vila	3276	1310	655
	Santos	2430	972	486
	Tanna Island	3204	1282	641
	Other	297	119	59
VENEZUELA				
	Barquisimeto	3492	1397	698
	Caracas	4194	1678	839
	Maracaibo	3618	1447	724
	Porlamar	3600	1440	720
	Puerto La Cruz	3150	1260	630
	Puerto Ordaz	3573	1429	715

	Punto Fijo	3267	1307	653
	Valencia	3420	1368	684
	Other	2637	1055	527
VIETNAM				
	Dalat	2196	878	439
	Danang	1674	670	335
	Hanoi	2502	1001	500
	Ho Chi Minh City	2754	1102	551
	Other	1863	745	373
WALLIS AND FUTUNA		1233	493	247
YEMEN				
	Aden	1998	799	400
	Sanaa	2178	871	436
	Other	1557	623	311
ZAMBIA				
	Chingola	2304	922	461
	Kitwe	1377	551	275
	Livingstone	3051	1220	610
	Lower Zambezi	1719	688	344
	Lusaka	2565	1026	513
	Mfuwe	1422	569	284
	Ndola	1674	670	335
	Siavonga	864	346	173
	Other	1575	630	315
ZIMBABWE				
	Bulawayo	1908	763	382
	Harare	3006	1202	601
	Victoria Falls	3699	1480	740
	Other	1593	637	319
OTHER FOREIGN LOCALITIES		450	180	90

## IMPORTANT – PLEASE READ FIRST

### **U.S. Department of Education** ***e-Application Submission Procedures and Tips for Applicants*** <http://e-grants.ed.gov>

To Facilitate your use of E-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

#### ATTENTION

Applicants using the Department of Education's e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you have not used e-Application in the past, you may want to walk through the Demo available on the e-Application homepage. If you encounter difficulties, you may also contact the e-Grants help desk on 1-888-336-8930. The following are steps you should follow to successfully complete an application with e-Application

Step 1 – **Determine** if your program is accepting electronic applications. The Federal Register Notice of each program will indicate whether the program is accepting e-Applications as part of the Department's e-Application program. Here is a link to the Department's Federal Register notices:  
<http://www.ed.gov/news/fedregister/announce/index.html>. Additional information on the Department of Education's grant programs can be found at  
<http://www.ed.gov/about/offices/list/ocfo/grants/grants.html>.

Step 2 – **Register in e-Application** to access the application package. If you are a new user, you will need to register to use e-Application. From the e-Grants Portal Page <http://e-grants.ed.gov/>, click on the continue button and click the register button on the right side of the next page. Select the e-Application module and click the next button. Please provide the requested information. Your e-Grants password will be sent to the e-mail address you provide. Once you receive the e-mail, enter your username and password and click the login button

If you already have a username and password for e-Grants, use them to login. If you have access to more than one e-Grants module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all e-Grants modules. In order to update your registration for additional e-Grants modules, click the appropriate tab on the top of the screen and provide the requested information.

Note the following browser compatibility problems. The site is viewed best in Internet Explorer 5. We currently support IE 5, Netscape 6.2, Firefox 2.2 (along with later versions of IE, Netscape and Firefox). Please make sure that you have **Cookies** and **JavaScript** enabled in your browser.

**Step 3 - Add Application Package to your Start Page.** From your Start Page, click on the "Add" button to see the list of application packages. Click on a specific package link on the List of Application Packages to apply. The package will now appear on your Start Page. From this point forward, you will access your unique application from your Start Page (not the Packages Page).

**Step 4 - Begin the Application.** Click on the underlined Application Package Title on your Start Page. This brings you to a page where you will see all of the application's forms and narratives listed as underlined links.

**Step 5 - Fill out Forms.** Enter a form by clicking on the underlined form title in order to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.

**Step 6 - Upload File(s) for Narrative Responses.** Click on an underlined narrative form title for the e-Application. Enter the title of the document, and click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s). Please note for file uploads, we accept .doc, .rtf, and .pdf files only. If you are using Word 2007, please save your document in a lower version of Word before uploading into e-Application.

**Step 7 - Verify Information/Print Application.** Verify your information is complete and correct on all required forms and narratives. You have the option to print each form at any time by clicking on the print/view icon  next to the appropriate form. After submission of the forms and narratives, you have the option to print a complete e-Application package in PDF by clicking on the "Request Complete Package in PDF" on the e-Application PR/Award page. A second window will open informing you that your request has been received and that you will be notified via e-mail once it is available. This process can take anywhere from a few minutes to a few hours. Once you receive the e-mail, click on the link in the text of the message and enter your username and password in the new window. This will open the PDF file from which you can view/print the entire package. In addition, a blank complete package in PDF will be accessible from the package page in e-Application.

**Step 8 - Submit your Application.** Only authorized individuals for your organization can submit an application. Please check with your Authorizing Representative or sponsored research office before submission. Click on the "Ready to submit" button at the bottom of your application. Enter and verify the Authorizing Representative information. Click the "Submit" button. You will receive an e-mail to confirm that your application was received, and it will include a unique application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 p.m., Washington, DC time, on the deadline date for

applications. e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]

### **IMPORTANT INFORMATION**

Fulbright-Hays DDRA student applicants may access e-Application on the e-Grants web site and construct their applications. When student applicants submit their application via e-Application, the application IS NOT TRANSMITTED to the U.S. Department of Education; rather, it becomes available to the student applicant's university project director for review and submittal. It is the institution's project director who is responsible for transmitting all student applications to the U.S. Department of Education via e-Application by the Closing Date. Student applicants should contact their university's project director well in advance of the deadline to ensure that the project director has received all of the student's required application materials.

Project Directors must submit the grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date.

**Step 9 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and fax it to the Application Control Center (202) 245-6272 within 3 business days of submitting your e-Application.

NOTE: For more detailed information on submitting an e-Application, please see the **User Guide**. In addition, please try practicing with our e-Application Demo site by clicking on the Demo button found on the upper left corner of the e-Application Home Page. Both the User Guide and Demo can be found at <http://e-grants.ed.gov>.

### **Other Submission Tips**

- 1) **SUBMIT EARLY - We strongly recommend that you do not wait until the last day to submit your application.** The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 p.m., Washington, DC time on the deadline date, the e-Application system will not accept it.
- 2) If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register

notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

- 3) Dial-Up Internet Connections** - When using a dial-up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial-up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (See the Federal Register notice for detailed instructions.)

### **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). If using Word 2007, save your file to an earlier version of Word before uploading. Also, do not upload any password-protected files to your application.
2. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e-Application has a file size limitation, which is anywhere from 2 to 8 MB, and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application

**Submission of Paper Applications by Mail:**

If you submit your application in paper format by mail (through the U.S. Postal Service or a commercial carrier), you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.022A**)  
LBJ Basement Level 1  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do **not** accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will **not** consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

**Submission of Paper Applications by Hand Delivery:**

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number **84.022A**)  
550 12th Street, S.W.  
Room 7041, Potomac Center Plaza  
Washington, DC 20202-4260

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

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

- (1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and
- (2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

**Application for Federal Assistance SF-424**

**\*1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\*2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\*Other (Specify):

\_\_\_\_\_

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name:

\_\_\_\_\_

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

\_\_\_\_\_

\*c. Organizational DUNS:

\_\_\_\_\_

**d. Address:**

\*Street 1:

\_\_\_\_\_

Street 2:

\_\_\_\_\_

\*City:

\_\_\_\_\_

County/Parish:

\_\_\_\_\_

\*State:

\_\_\_\_\_

Province:

\_\_\_\_\_

\*Country:

\_\_\_\_\_

\*Zip / Postal Code:

\_\_\_\_\_

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\_\_\_\_\_

\*First Name:

\_\_\_\_\_

Middle Name:

\_\_\_\_\_

\*Last Name:

\_\_\_\_\_

Suffix:

\_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number:

\_\_\_\_\_

Fax Number:

\*Email:

\_\_\_\_\_

**Application for Federal Assistance SF-424**

**9. Type of Applicant 1: Select Applicant Type:**

[Redacted]

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10 Name of Federal Agency:**

[Redacted]

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12 Funding Opportunity Number:**

[Redacted]

\*Title:

[Redacted]

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

[Redacted]

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: [redacted]

\*b. Program/Project: [redacted]

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: [redacted]

\*b. End Date: [redacted]

**18. Estimated Funding (\$):**

\*a. Federal [redacted]  
\*b. Applicant [redacted]  
\*c. State [redacted]  
\*d. Local [redacted]  
\*e. Other [redacted]  
\*f. Program Income [redacted]  
\*g. TOTAL [redacted]

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes       No

If "Yes", provide explanation and attach.

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

**\*\* I AGREE**

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

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: [redacted]  
Middle Name: \_\_\_\_\_  
\*Last Name: [redacted]  
Suffix: \_\_\_\_\_

\*Title: [redacted]

\*Telephone Number: [redacted]

Fax Number: \_\_\_\_\_

\* Email: [redacted]

\*Signature of Authorized Representative: \_\_\_\_\_

\*Date Signed: \_\_\_\_\_

### INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (\*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	<b>Type of Submission:</b> (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Pre-application</li> <li>• Application</li> <li>• Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.</li> </ul> <p>A. Increase Award                      D. Decrease Duration  B. Decrease Award                      E. Other (specify)  C. Increase Duration</p>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the federal agency, if any.	16.	<b>Congressional Districts Of:</b> 15a. (Required) Enter the applicant's congressional district. 15b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5 <sup>th</sup> district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the state, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions:		
	<b>a. Legal Name:</b> (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
	<b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	<b>Estimated Funding:</b> (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	<b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting <a href="http://www.Grants.gov">www.Grants.gov</a> .	19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.

	<b>d. Address:</b> Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	<b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
	<b>e. Organizational Unit:</b> Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	<b>Authorized Representative:</b> To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)
	<b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.		
	<ul style="list-style-type: none"> <li>A. State Government</li> <li>B. County Government</li> <li>C. City or Township Government</li> <li>D. Special District Government</li> <li>E. Regional Organization</li> <li>F. U.S. Territory or Possession</li> <li>G. Independent School District</li> <li>H. Public/State Controlled Institution of Higher Education</li> <li>I. Indian/Native American Tribal Government (Federally Recognized)</li> <li>J. Indian/Native American Tribal Government (Other than Federally Recognized)</li> <li>K. Indian/Native American Tribally Designated Organization</li> <li>L. Public/Indian Housing Authority</li> </ul>	<ul style="list-style-type: none"> <li>M. Nonprofit</li> <li>N. Private Institution of Higher Education</li> <li>O. Individual</li> <li>P. For-Profit Organization (Other than Small Business)</li> <li>Q. Small Business</li> <li>R. Hispanic-serving Institution</li> <li>S. Historically Black Colleges and Universities (HBCUs)</li> <li>T. Tribally Controlled Colleges and Universities (TCCUs)</li> <li>U. Alaska Native and Native Hawaiian Serving Institutions</li> <li>V. Non-US Entity</li> <li>W. Other (specify)</li> </ul>	

**SUPPLEMENTAL INFORMATION  
REQUIRED FOR  
DEPARTMENT OF EDUCATION**

**1. Project Director:**

Prefix:  \*First Name:  Middle Name:  \*Last Name:  Suffix:

Address:

\* Street1:

Street2:

\* City:

County:

\* State  \* Zip Code:  \* Country:

\* Phone Number (give area code)  Fax Number (give area code)

Email Address:

**2. Applicant Experience:**

Novice Applicant  Yes  No  Not applicable to this program

**3. Human Subjects Research:**

Are any research activities involving human subjects planned at any time during the proposed project Period?

Yes  No

Are ALL the research activities proposed designated to be exempt from the regulations?

Yes Provide Exemption(s) #:   
 No Provide Assurance #, if available:

**Please attach an explanation Narrative:**

**INSTRUCTIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424**

**1. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

**2. Novice Applicant.** Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

**3. Human Subjects Research.** (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**If Not Human Subjects Research.** Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

**If Human Subjects Research.** Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

**3a. If Human Subjects Research is Exempt from the Human Subjects Regulations.** Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

**3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations.** Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

**3a. Human Subjects Assurance Number.** If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

**Note about Institutional Review Board Approval.** ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

**Paperwork Burden Statement.** *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12<sup>th</sup> Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

**DEFINITIONS FOR  
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424  
(Attachment to Instructions for Supplemental Information for SF 424)**

**Definitions:**

**Novice Applicant (See 34 CFR 75.225).** For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant’s project or funding period, including any extensions of those periods that extend the grantee’s authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

**1. PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

**I. Definitions and Exemptions**

**A. Definitions.**

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

**—Research**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

**—Human Subject**

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

**B. Exemptions.**

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

**Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed.** [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

## II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

### A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption number(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to

allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

### B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) **Human Subjects Involvement and Characteristics:** Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) **Sources of Materials:** Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) **Recruitment and Informed Consent:** Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) **Potential Risks:** Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) **Protection Against Risk:** Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) **Importance of the Knowledge to be Gained:** Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the*

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

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

## ITEM 22

<u>Names of Individual Applicants</u>	<u>Disciplines</u>	<u>Country(ies) of Research</u>	<u>Human Subjects Activity (Y/N)</u>	<u>Amount Requested</u>
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## NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

### To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

### What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those

barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

### What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

### Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0005**. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537.**

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**


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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

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**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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

## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

2) If any funds other Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee or any agency, a member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Applicant's Organization	
Printed Name of Authorized Representative Representative	Printed Title of Authorized Representative
Signature	Date

ED 80-0013

08/05

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b>  a. contract  _____ b. grant  c. cooperative agreement  d. loan  e. loan guarantee  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b>  a.  bid/offer/application  _____ b. initial award  c. post-award</p>	<p><b>3. Report Type:</b>  a. initial filing  _____ b. material change    <b>For material change only:</b>  Year _____ quarter _____  Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b>  _____ Prime _____ Subawardee  Tier _____, if Known:    <b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee,</b>  Enter Name and Address of Prime:      <b>Congressional District, if known:</b></p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b>    CFDA Number, if applicable: _____</p>	
<p><b>7. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b>    \$</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b>  <i>(if individual, last name, first name, MI):</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i>  <i>(last name, first name, MI):</i></p>	
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____  <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>2. Federal Use Only</b></p>	<p><b>Authorized for Local Reproduction</b>  Standard Form - LLL (Rev. 7-97)</p>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

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## Government Performance and Results Act (GPRA)

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### What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

### How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

*Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.*

*Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.*

*Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

### What is the Performance Indicator for the Fulbright Hays Doctoral Dissertation Research Abroad Program?

The Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) program, provides grants to colleges and universities to fund individual doctoral students to conduct research in other countries in modern foreign languages and area studies for periods of 6- to -12 months. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

#### DDRA Performance Measures:

- a. The average language competency score of Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) fellowship recipients at the end of their period of instruction minus their average score at the beginning of the period.
- b. Percentage of Fulbright-Hays Doctoral Dissertation Research Abroad projects judged to be successful by the program officer, based on a review of information provided in annual performance reports

The information provided by grantees in their performance reports submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

## G5 Hours of Operation in Eastern Time

Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.
Unavailable from 08:00 PM - 11:59 PM	Unavailable from 12:00 AM - 05:59 AM	Available 24 hours	Unavailable from 09:00 PM - 11:59 PM	Unavailable from 12:00 AM - 05:59 AM	Available 24 hours	Available 24 hours

### Student Checklist

- Fully completed Fulbright-Hays Doctoral Dissertation Research Abroad application form
- Curriculum Vitae
- A narrative – submitted via G5 e-Application (Check Closing Date Notice for page limitations)
- A bibliography – submitted via G5 e-Application (Check Closing Date Notice for page limitations)
- 3 Electronic Graduate Student References – initiate the e-mail to your references
- 1 Electronic Language Reference for each language of research
- Graduate School Transcripts (submitted electronically)

**Submit your application to your institution's Project Director via G5 e-Application well in advance of the Closing Date (contact your Project Director for information about internal deadlines). When students submit the application through the Internet via the G5 Web site, they will receive an automatic acknowledgment via e-mail when their university's Project Director receives the application.**

### Institution/Project Director Checklist

- SF 424 Application for Federal Assistance
- Item 22, which will automatically populate with a list of all students from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each student application whether or not Human Subjects Research Clearance (IRB) is required.
- ED Supplemental information for the SF 424
- Assurances for Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- SF-LLL Disclosure of Lobbying Activities, if applicable
- Ensure that all student applications, along with their references, are submitted BEFORE the institutional portion is submitted

**Project Directors must submit the application by 4:30:00 p.m., Washington, D.C. time, on the Closing Date published in the Federal Register. When Project Directors submit the application through the Internet via the G5 Web site, they will receive an automatic acknowledgment via e-mail when the U.S. Department of Education receives the application.**