U.S. Department of Education

Washington, D.C. 20202-5335

APPLICATION FOR GRANTS UNDER THE

NORTH AMERICAN MOBILITY PROGRAM
CFDA #: 84.116N

OMB No. 1840-0702, Expiration Date: 10/31/2012

Closing Date: MAR 24, 2010

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Instruction Documents

Program for North American Mobility in Higher Education
Guidelines and Application Instructions

Fiscal Year 2010
(CFDA NUMBER: 84.116N)

Closing date: March 24, 2010

U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Fund for the Improvement of Postsecondary Education
Washington, DC 20006-8544

Form Approved: OMB No. 1840-0702, Expiration Date: 10/31/2012

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Dear Applicant,

Thank you for your interest in applying for a grant under the Program for North American Mobility in Higher Education of the Fund for the Improvement of Postsecondary Education (North American Program). The North American Program is designed to assist colleges and universities in the United States, Canada, and Mexico in giving students a North American perspective to education and training in a wide range of subject areas. The ultimate intent of the Program is to assist with the building of a North American community. The governments of the United States, Canada, and Mexico have all issued guidelines to this end. Some differences do exist that reflect country-specific needs. Those differences are clearly outlined in the guidelines. Applicants from each country should use only the application materials issued by their respective government when completing the applications. **The closing date for applications is 4:30:00 PM, Washington DC time, March 24, 2010.**

The Program for North American Mobility in Higher Education fosters student exchange within the context of multilateral curricular development. Students benefit from having an added "North American" curriculum perspective and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad. The Program is administrated collectively by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education; Human Resources and Skills Development Canada (HRSDC); and in Mexico by the Dirección General de Educación Superior Universitaria, Secretaría de Educación Pública (SEP). Projects for 2010 will begin September 1, 2010.

Applications for FY 2010 grants under the North American Program must be submitted electronically using the Department of Education's e-grants system at http://e-grants.ed.gov You must submit an electronic application unless you follow the procedures in the Federal Register Notice and qualify for an exception to this requirement. We strongly suggest that you submit your application several days before the submission date. 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 is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Please review carefully the guidelines and application materials for the North American Mobility Program. We encourage consortia arrangements that exemplify a diversity of institutions with the capacity to sustain their efforts beyond the grant period of four years. We look forward to receiving your application.

Sincerely,

Ralph Hines
Acting Director,
Fund for the Improvement of
Postsecondary Education

INTRODUCTION

The Program for North American Mobility in Higher Education is a funding competition undertaken co-operatively by the governments of Canada, the United States and Mexico.
The purpose is to promote a student-centred North American dimension to education and training in a wide range of academic and professional disciplines that complement existing forms of bilateral and trilateral exchange among the three countries. The Program seeks to foster curriculum development and student exchange within the context of multilateral curricular development. Students will benefit from having an added North American curriculum and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad.

The Program will support collaborative efforts in the form of consortia partnerships consisting of at least two academic institutions from each country. Each project will be funded for a period of four years. The Governments of Canada, the United States and Mexico issue similar program guidelines. As some differences do exist in funding levels and country-specific requirements, applicants from each country must only use the version of guidelines and forms issued by their own government when completing the application. The Program is administered collectively by Human Resources and Skills Development Canada (HRSDC), the Fund for the Improvement of Postsecondary Education (FIPSE), US Department of Education, and the Dirección de Proyectos Especiales de la Dirección General de Educación Superior Universitaria, Secretaría de Educación Pública (SEP) in Mexico. Addresses and contact information for each government can be found under the section on submitting proposals.

TIMETABLE

Canada, Mexico, and the United States will provide financial assistance for participating institutions within their own borders. It is anticipated that up to 12 projects may be funded. Consortia activities will commence September 1, 2010.

The proposed timetable for the 2010 competition is:

Jan 2010	Call for proposals
Mar 2010	Application submission date
April-May 2010	Review of proposals
June 2010	Joint Selection Meeting
July-Aug 2010	Notification of projects approved
September 1, 2010	Project activities begin
Oct 24-26, 2010	Project Directors' Meeting at University of Arizona, Tucson

OBJECTIVES

The program aims to improve the quality of human resource development in the three countries and to explore ways to prepare students for work throughout North America by:

the development of shared or common curricula among North American higher education institutions;

the mutual recognition and portability of academic credits among North American higher education institutions;

the acquisition of the languages and exposure to the cultures of Canada, the United-States, and Mexico;

the development of student apprenticeships or other work-related experiences; and an increased co-operation and exchange among academic personnel from North American higher education institutions.

The program encourages consortia to achieve these objectives by extending partnerships beyond higher education and training institutions to include others such as business, professional associations, and public authorities in the three countries. The objectives of the program are to be achieved by promoting an innovative range of cooperative student-centered higher education and training activities among the different regions of Canada, Mexico and the United States through the encouragement of joint projects undertaken by trilateral consortia. The program will support original projects that can best be carried out through multilateral groupings. It is not designed or intended to duplicate activities, which are, or can be, carried out on a bilateral basis between Canada, Mexico, and the United States.

CONSORTIA

The North America program has one grant format—the international term abroad

International Term Project. A consortium that proposes to develop a curriculum and exchange students for a full academic term must involve at least two higher education or training institutions from each of the three countries for a minimum total of six partners per project. We do not recommend additional academic partners. In Canada, institutions must be from at least two different provinces or territories. In Mexico institutions must involve at least two higher education institutions and the leader must be a public higher education institution. Partnerships among institutions in different states in Mexico will be preferred. In the United States the two institutional partners may be from the same or different states. The applying consortium should nominate one lead institution from Canada, one from Mexico, and one from the U.S. The lead institution is the recipient and fiscal agent for the grant. In an international term project the student spends a full academic term abroad in one of the two partner countries.

Absolute Priority. The U.S. guidelines include the following absolute priority. Any U.S. applicant that does not meet this requirement will be ineligible for this competition and the application will not be reviewed. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution, the applicant in Mexico must be a Mexican institution, and the applicant in Canada must be a Canadian institution. Canadian and Mexican institutions participating in any consortium proposal under this priority must apply, respectively, to Human Resources and Social Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for funding under separate but parallel Canadian and Mexican competitions.

Additional partners in each country may be other education and training institutions or other relevant organizations (e.g. businesses, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) in the same or other provinces and states. However, funding is intended only for academic institutions in each consortium. It is vital that all academic institutions participate fully in the consortium.

The members of the consortium must prepare a common proposal narrative to be submitted by the lead institution in each country to its respective government. Although the application guidelines released by each of the three countries are essentially the same, the lead institution in each country should refer to its respective government guidelines for country-specific forms and requirements.

Proposals must include for each partner institution at least one letter of endorsement from a senior executive officer (e.g., rector, vice-chancellor, president). Other letters from officials responsible for international student activity (heads of international liaison offices, registrars, academic deans and /or department heads) are optional. These letters should indicate how the project fits within the international strategy of the institution and emphasize what this project will add to that strategy. Endorsement letters should indicate the institutions willingness and intent to sign agreements on credit transfer and tuition fee waiver with partner institutions, and also include details about how the institution intends to support the project in the areas of institutional commitment, student language preparation and assessment, and student tuition and fees.

Partnerships may be new or may build on existing international or domestic linkages. Projects, however, must be new. They cannot be used to duplicate or simply extend existing activities.
It is important that each partner's contribution to the joint project be clearly indicated in the proposal. This should include descriptions of all staff involved in the project. Proposals developing links among different types of higher education and training institutions are eligible, as are proposals establishing links with business/industry and other relevant organisations. During the life of the project, the inclusion of additional partners may be favourably considered if this has no implication for an increase in the program funding received. Such a change in the scope of the project must include government approval, agreement among all the partners, and a signed addendum to the memorandum of understanding.

Ensuring the broadest possible participation in the program is a high priority given the relatively small number of projects which can be supported. Therefore, individual faculties or departments should not associate themselves with more than one joint proposal.

COOPERATIVE PROJECTS

Consortia projects should clearly be student-centered rather than research-centered. The potential academic and professional impact on students from all three countries should be central to the design of the project. Proposals should also clearly indicate the target student population (e.g., fourth-year undergraduate business students) as well as the number of students who will benefit from the project. The program does not fund doctoral-level projects and projects that focus primarily on the research for and completion of masters' theses are not competitive for funding. Projects at all levels in which the primary activity is research will also not be competitive.

The focus of projects should be on innovative activities, which meet all essential program objectives set out above. Proposals should address how, in concrete terms, the consortium project addresses program objectives. All disciplinary fields as well as cross-disciplinary and multi-disciplinary studies, both at masters and undergraduate levels, are eligible for consideration. We have a strong interest in supporting projects designed to increase professional mobility in fields of relevance to the evolving North American trade relationship, the environment and sustainable development, public health, and human resources development.

Projects should focus first and foremost on trilateral cooperation and development of shared curriculum based on faculty collaboration. Within a carefully defined curriculum the second focus should be on student mobility. The activities should aim not only to send students abroad, but also integrate a new perspective into what and how one learns. Plans should include taking full advantage of new and innovative means of learning via the new education technologies.

COMPETITIVE PROPOSALS

Competitive proposals should aim at the fullest possible integration of students into the normal academic and cultural milieu of the host institution and community. Students should take most, or all, of their courses from the regular offerings at the host institution alongside native students, rather than special courses for foreign students. Competitive proposals must include the following:

Innovative Curricula

The proposal should address an important curricular problem or need and describe a strategy to address it. First, this must be a curriculum and a methodology that has a clearly defined North American perspective. It should indicate how the project implements a new educational program or improves current practice to prepare students to work in and understand an international context. Details should be provided on the program of study in terms of courses, research training, internships, or work placements that the students might typically take at both the home and host institutions. It should be indicated whether the proposed curriculum is based on existing courses offered at partner institutions or will involve new or modified courses that are to be developed by the consortium. Second, the proposal must address how the student's study abroad (*full term or six-week seminar*) will be integrated into their existing academic program. Include information about all additional activities, which may include intensive programs, faculty exchanges, development of teaching materials, and the use of new technologies and/or integration of distance learning. Applications that do not have a defined curriculum and focus just on student mobility will not be competitive.

Designated programs or International Certificates (full academic term)

Projects that propose a full academic study abroad funded in 2010 must include for U.S. students a program of study that carries a special designation. Proposals must implement international certificates in new or existing disciplines. This applies only to the U.S. partners of consortia, although Mexican and Canadian institutions may also do this. The certificate may be called by a variety of names such as minor, track, specialization, concentration, or another term. All the partner schools may institute such a program of study or just the U.S. institutions. Such a designation may not exist at all institutions in Canada or Mexico. In such a case, only the U.S. institutions will offer the certificate for U.S. students. Offering the same certificate to Canadian and Mexican students may be an option for U.S. schools, but is not a requirement. For example, the U.S. partners may propose to develop a certificate or concentration in North American trade policy for their business and marketing majors. This might include more courses than taken typically in one academic term abroad. U.S. students would take some courses prior to the study abroad, continue taking courses or participating in an internship at the host institution and then complete the certificate upon return to the home institution. The designated program should be integrated into the regular program of study and must be recognized in the U.S. diploma and transcript. Describe how the designated certificate fits in with selected programs of study.

Language Training and Assessment

Explain in detail how students will gain second language proficiency adequate enough to participate in studies at the host institution. Indicate what level of language proficiency is targeted and why, as well as the resources that will be drawn upon to assist in meeting objectives in this area. Include information about how students will be assessed prior to and on return from study abroad. Indicate clearly the level of proficiency and amount of academic coursework that students must have prior to study abroad. Language assessment for all U.S. students is a requirement of the U.S. application and is supported by an allocation in the budget. Students must be assessed prior to the study abroad and upon return. Reporting on language skills is a requirement of the annual performance report.

Evaluation

The evaluation section of your application should briefly present 2-5 main project goals centering on educational outcomes for postsecondary students or professional development of those working in the field of postsecondary education. Readers will be looking for a plan that focuses on gains or changes in student knowledge, skills, behaviors, and/or attitudes. In these few paragraphs you should explain the data gathering procedures you plan to use to monitor and assess progress toward your educational aims. When describing the measurement instruments you plan to use (surveys, interviews, focus groups, assessments of e-portfolios or capstone projects, measures of class performance, scores on standardized tests, etc.), be sure to mention why they are appropriate to gauging the success of your endeavor.

Though this evaluation section of the applications is brief, it should make a convincing case to the reviewers that at the conclusion of the grant you would be in a position to discuss the extent to which learning outcomes and/or professional development goals have been achieved. The proposal readers will be looking for evidence that you have thought about how you will know what worked, what didn't work as planned, and what adjustments could be made to enhance program outcomes in the future. An evaluation section that states that you will discuss program administration, describe your activities, and the present the results of a satisfaction survey will be considered a poor evaluation plan.

Although an evaluation may not be required by Canada or Mexico, you should share it with your colleagues. As such the evaluation is part of the narrative.

Organizational Frameworks for Students

The proposal should identify the students who will participate. It should explain credit for academic term at the partner institution will be transferred to or recognised by the home institution. Competitive proposals must include full transfer and/or recognition of credit for study abroad. Proposals that involve study abroad resulting in fewer academic credits than a comparable stay at home are not competitive for funding. Students' participation in the project should not prolong their academic program of study.

Faculty mobility and collaboration

North American program projects will be expected to arrange for mobility of faculty and academic staff members to carry out teaching residencies and research assignments related to the program, and may receive funding specified for this purpose. Support for faculty mobility includes travel to attend the annual meeting, additional meetings of the consortium, plus teaching and research residencies at partner institutions. Please note that Canada, Mexico, and the United States provide different levels of funding for faculty mobility. See the budget instructions for each country on faculty mobility.

Work Placements or Apprenticeships

Proposals, which involve work experience, should address how student work placement and apprenticeship opportunities in all three countries will be established and organised. Include information on the proposed length of these opportunities, the applicable academic credits, and how this conforms to the applicable laws and regulations of the host country.

STUDENTS

The proposal should focus on the impact on students and address student mobility in detail. It should consider the value that the project adds to the particular field(s) of study through a North American approach and how students will benefit academically and professionally from such a trilateral perspective. Particular attention should be given to following areas:

Numbers, Recruitment, and Selection

On average, each of the two partner institutions in a country is expected to move eight (8) students over the life of the project. This means that the two U.S. partner schools would move 16 students over a four-year period. Each trilateral consortium would move a total of 48 students over a four-year period. Proposals should identify an approach for selecting student participants. Every effort should be made to ensure that participants form a broad representation of the student population, with respect to ethnicity, gender, and economic status. The sending institution will recruit and select exchange students based on compliance with its own criteria and criteria developed in collaboration with partner institutions.

The sending institution will ensure that all selected participants meet the basic program eligibility criteria. Canada and Mexico have specific requirements to qualify for student participation in the program. In the United States students must be U.S. citizens or permanent residents.

Academic Credit

Measures to ensure full academic recognition of the period abroad should be a key feature. Students should receive assurance in advance from the home institution that the study abroad will be fully credited upon their return, assuming this work has in fact been completed successfully, and that such work will be evaluated according to standards commensurable with those of the home institution. A signed agreement including tuition and academic, credit, and certificate recognition if applicable, must be signed by participating institutions and submitted by July 15 of the first year of funding. The study period abroad may include, as appropriate, practical work placement where this is recognised as fulfilling part of the credential requirement.

The content of the study program must be agreed to in writing by the home and host institutions and the individual student concerned before departure. This should indicate the home institution assurance that the study abroad, if successfully completed, will be recognised as fulfilling a comparable period of study in the home institution.

Language and Cultural Study

Proposals for full academic term study abroad must clearly indicate how partner institutions will prepare students for cultural and linguistic training. This must include a means for determining whether students have sufficient language proficiency in English, French, and Spanish to study in the language of the host country, and a strategy for ensuring that students can acquire this level of proficiency.

All students must receive language and cultural preparation for their stay in a country whose official language(s) is/are not their own. This must be done before their departure and during their stay abroad. Proposals must include specific details regarding what institutional will be used to prepare outgoing and/or incoming students. The U.S. application requires specific plans for language study and assessment prior to and returning from study abroad. The U.S. budget for academic term projects contains funds for language assessment.

Duration

Participating students from all partner institutions are provided stipends for study at one or more foreign partner institutions for a period of not less than one full academic term. Shorter term projects will not be funded.

Stipends

For study abroad students will pay the usual tuition and fees at their home institution and should incur no additional fees or payments from the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Students may use a portion of their stipends to pay for language instruction at the host institution and for health insurance required by some host institutions. During the study period abroad, students should continue to receive and not incur a reduction of any grants or loans to which they are normally entitled.

Student stipends are intended to offset the additional costs incurred by travelling and living abroad. In other words, travel stipends are not intended to pay for the full cost of study abroad, only the difference between study at home versus study abroad. In the U.S. budget students receive a fixed stipend.

Services

Proposals must include plans regarding support that will be provided to mobile students at both the home and host institutions in all three countries. The aim is to ensure that participating students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. The application should therefore include details about pre-departure orientation activities at the home institutions, as well as reception and orientation activities at receiving institutions. It should also identify how returning students will be integrated into their home institutions following their international study experiences.

YEAR ONE

The first year of the project may be devoted to finalizing administrative planning and co-operative trilateral arrangements among consortium partners at the institutional level. During year one the consortia may formalise agreements and finalize collaboration on the shared curriculum. In order to ensure the success of the entire project, funding for the subsequent three years will be contingent upon satisfactory achievements during the first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve the stated goals and objectives. Students may be sent abroad in the first year only if the agreement has already been signed and submitted prior to travel.

For projects that intend to implement the international seminar in the first summer of the grant, the memorandum of Understanding must be submitted by May1. For academic term projects it must be submitted by July 15 of year one. The three lead institutions must submit to the three funding authorities a copy of the Memorandum of Understanding (MOU) signed by all partner institutions with respect to a) academic credit transfer and recognition, and b) student tuition and fees.

HRSDC, SEP, and FIPSE reserve the right to terminate project that does not submit a signed Memorandum of Understanding by May 1 or July 15, and does not initiate student exchanges by the beginning of the second year. To facilitate the process of collecting signature we strongly recommend that you collect a separate signature page for each partner school and do not send the document around for multiple signatures on a single page.

Year one must have a clear set of objectives that can be measured and reported in the first annual report. These objectives must include the memorandum, meetings, curriculum work, defining the certificate or designated program, communication and technology, the evaluation plan, and working with the evaluation expert. The first annual performance report requires reporting on these items.

FUNDING

Financial support will be awarded to successful consortia for four years. In addition to the requirements for the first year, funding for each subsequent year of the project will be contingent upon evidence of satisfactory progress being made in the attainment of goals and objectives. Funding is intended as support for carrying out joint innovative projects which can be accomplished within four years and which can, once established, be continued without on-going program support. It is essential that proposals indicate how activities will be sustained beyond the funding period.

Funding levels for North American projects vary by country. Note carefully that the amount of funds differs for each country and is in part determined by the currency exchange rate over the length of the grant period. This has clear implications for project activities such as student and faculty travel. In Mexico each consortium receives a total four-year award of 1,000,000 pesos. In Canada each consortium receives a total four-year award of $160,000 Canadian dollars. In the United States each consortium receives a total award of $185,000 US dollars. See the budget instructions for each country to see how these four-year awards are allocated.

SELECTION

Stage one: In each country external reviewers will evaluate proposals that are based on the following three general criteria:

The significance of the project, as determined by:

a. the extent to which the project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;

b. the likely utility of the products, such as information, materials, processes, or techniques, that will result from the project, including the potential for use in a variety of other settings;

c. the importance or magnitude of the results or outcomes likely to be attained by the project, especially improvements in teaching and student achievement;

The quality of the design of the project, as determined by:

a. the extent to which the goals, objectives, and outcomes to be achieved by the project are clearly specified and measurable;

b. the extent to which the design of the project is appropriate to, and will successfully address, the needs of the target population or other identified needs;

c. the qualifications, including training and experience, of key project personnel;

The adequacy of resources, as determined by:

a. the potential for continued support of the project after government funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support; and

b. the relevance and demonstrated commitment of each partner to the implementation and success of the project.

Stage two: the government agencies from the three countries meet in a joint selection meeting

The feedback from the three separate external reviews is used to assist in discussions with international government partners. At this stage of the process, Canada, the United States and Mexico negotiate the final selection of the projects. The selection process at this stage is a process of coming to a consensus on which proposals will be funded.

REQUIREMENTS

Performance Reports

The Canadian, American and Mexican funding bodies will carefully monitor the progress of projects towards their goals through communication with their respective lead institutions. Each project leader will be required to submit to their respective government authority an annual report which provides information about progress on consortium goals, including student mobility, curricular development, and project expenditures.

Note carefully the submission dates. In Canada and in Mexico annual reports are due one month after the anniversary date of the project. In the United States annual reports are submitted electronically and are due by July 15 each year.

Memorandum of Understanding

The signed memorandum of understanding must be submitted to each country's agency by July 15 in the first year of funding. Student mobility may not take place without a signed memorandum. The memorandum is a required component of the annual report due on that same day.

Evaluation Reports

Each year and also at the conclusion of the project, the U.S. lead institution must submit an evaluation report completed by an independent evaluator. When a project is funded, FIPSE will issue more specific instructions for this requirement. This is not a requirement in Canada and Mexico.

Annual Meetings

An important part of the program is the annual meeting, held over a two to three day period on a rotating basis among the three countries. This provides an opportunity for different consortia to share ideas and review issues of common interest. It is also intended as a forum for discussion to help guide the three government funding bodies to make trilateral decisions on how best to co-ordinate the program. Consortia are given time during the meeting to meet as a group by themselves as well as with program officials from the three countries. Budgets include funding to support participation for each partner institution in these annual meetings. The annual meeting will be in the U.S. in 2010, in Canada in 2011, in Mexico in 2012, and again in the U.S. in 2013.

Project Narrative.

When you develop your proposal, please ensure that you describe the nature and the scope of the project. Start by describing the program of study. What is the name of your designated program of study? How does the proposed program of study contribute to the vitality of developing a North American dimension? How is the program of study innovative? How will you evaluate student results? What is your plan for recruiting students? What is your plan for second language training and assessment? What will be the national and international consequences of a successful completion of the project? How are other institutions of higher education likely to benefit or learn from your experience in ways that would enable them to provide a North American perspective to your discipline or profession? Carefully describe the project, its objectives, strategies for achieving those objectives, and for each year of the project, the expected outcomes and how success in achieving those objectives would be evaluated. Each application must include a well-written evaluation plan aimed at measuring success of the project activities and outcomes through solid quantitative and qualitative evidence. This plan must be co-ordinated among partners to ensure that the success being measured is consortia-wide.

Your proposal should offer reviewers a clear description of the roles of each partner. It should cover who will do what, when, where and with what anticipated results. Your strategy should be carefully designed to address the central purpose of your project. With regard to directed field studies, describe specifically what type of activities will be undertaken to facilitate the assessment of the environmental impact of the project.

Project Summary. Be sure to include the following on a one page summary.

- title of the project
- names of the partner institutions
- name and information for a contact parson at each partner institution
- project abstract limited to 200 words

Budget Narrative. A budget narrative or explanation is required for the U.S. application. The budget narrative must include a detailed explanation of each line item in the budget. Be sure to number the narrative details according to the line items in the budget.

Personnel Information. The qualifications of the project director and key personnel related to the project should be clearly stated. For this purpose, submit a one-page bio or resume, highlighting only relevant skills and experience related to the application. Do NOT submit a standard curriculum vitae or any document longer than one page per person. In place of one-page resumes, you may submit a paragraph for each person related to the project.

Timetable. List key project objectives, major activities and expected results. These items should be clearly aligned with timeframes. Use the same grid for each year of your project.

Endorsement Letters. The applicant must provide a letter of support from the senior executive officer of each academic partner in the three countries, indicating how this project fits within the academic exchange policy and the international strategy of the institution, and emphasising what this project will add to that strategy. Other major parties involved in the consortium should also indicate in writing their commitment to this project.

Budget. Follow carefully the published budget instructions. The U.S. application uses the standard Ed budget form (SF 524). Applicants must use the budget forms of the country where the application is submitted.

Standard Forms. Each of the eight (8) standard forms that are required for the North American program application include instructions. Be sure to read those carefully. In case of the budget form (SF 524) follow the supplementary instructions that are specific to the North American program.

Title Page. The project title should be the same for each country. The U.S. application uses a standard government form (SF 424 and Supplemental SF 424) for the title page.

SUBMISSION

Information for Canadian applicants:

Tom McCloskey
Program for North American Mobility in Higher Education
International Academic Mobility
Learning Branch
Human Resources and Skills Development Canada
Tel: (819) 997-2720 Fax: 819-994-3935
e-mail: iam-mai.response-response@hrsdc-rhdsc.ga.ca
Application: http://www.hrsdc.gc.ca/eng/learning/exchanges/iam_program/north_american.shtml

Information for Mexican applicants:

Javier Suárez Morales
Coordinador Nacional del PRONABES
SEP
Tel.- (01 55) 36 01 1000 Ext. 65784
E-mail.- jsuarezm@sep.gob.mx
Av. José Antonio Torres No. 661
Col. Asturias
Delegación Cuauhtémoc
C.P. 06850
México, D.F.
Application: www.sep.gob.mx

Information for U.S. applicants:

Frank Frankfort, Ph.D.
U.S. Department of Education
Fund for the Improvement of Postsecondary Education (FIPSE)
1990 K Street, NW, 6th Floor
Washington, D.C. 20006-8544
Tel: 202-502-7513
Fax: 202-502-7877
frank.frankfort@ed.gov
www.ed.gov/fipse

If you are applying to FIPSE for the North American program, you will find information and instructions in the application packet at http://e-grants.ed.gov. If you wish to request an exemption from electronic submission, note the conditions listed in the Closing Date Notice.
The program coordinator does not have application materials.

APPLICATION CHECKLIST

Only applications that are submitted in Canada, Mexico, and the U.S. by the closing date are eligible for funding. The project narrative is common to all three applications and may not exceed 5000 words. Each U.S. application for the North American program is comprised of standard forms and attachments. Read the program instructions for completing the application package.

Part I, 424 Forms

Application for Federal Assistance – (SF 424)
Department of Education Supplemental Information Form for SF 424

Part II, 524 Forms

Department of Education Budget Form (SF 524)
  Section A, Department of Education Funds
  Section B, Non-Federal Funds
  Section C, Budget Narrative

Part III, Attachments

ED Abstract Form
Program Narrative Attachment Form
Budget Narrative Attachment Form
Other Attachment Form (resumes, timetable, letters, and additional attachments)

Part IV, Assurances, Certifications, and Survey Forms

GEPA Section 427 Form
Certification Regarding Lobbying Form
Survey Instructions on Ensuring Equal Opportunity for Applicants
Disclosure of Lobbying Activities (SF-LLL)
Assurances – Non-Construction Programs (SF 424B)

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 1840-0702. The time required to complete this information collection is estimated to average 30 hours for the project director per application, 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: Fund for the Improvement of Postsecondary Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, D.C. 20202-4651.

DEPARTMENT OF EDUCATION BUDGET FORM (Ed Form 524)

The North American program uses standard federal forms for project budgets. The standard forms include general instructions that you should read. However, the instructions below are specifically written for the North American program and must be followed carefully as you fill out the federal forms. Note that the budget must be completed as a single budget even if there is more than one partner institution in the U.S. consortium. An explanation of the funds to be shared (subcontract) with partner institutions may be detailed in a budget narrative but there is no separate line item for partner institutions in the budget. All line items must be entered in whole U.S. dollars. If you have questions about the budget, be sure to contact FIPSE before you submit the application.

SECTION A, DEPARTMENT OF EDUCATION FUNDS

Name of Institution/Organization: Fill in name of the U.S. applicant institution/organization.

1. Personnel: Enter annual amounts and totals for salaries and wages for all partners. The amount for salaries and benefits is best calculated after consideration of the minimum required travel, evaluation, conference fee, and student and faculty travel stipends listed below.

2. Fringe Benefits: Enter annual amounts and totals for all partners.

3. Travel: Enter $10,000 each year to cover travel for all U.S. partner institutions for a total of $40,000. This is the required minimum but you may budget more. There are three categories of travel: the annual meeting for all projects; individual consortium meetings at partner institutions; and faculty mobility or travel stipends for teaching residencies and research at partner universities in Mexico and Canada. Faculty mobility stipends for teaching and research at partner institutions should use a formula of $1,000 for travel expenses and $1,000 per week for living expenses. Faculty mobility stipends should not exceed four weeks and may not be used for salary. Faculty mobility stipends are limited to faculty directly involved with the project. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the fall and once at a separate meeting for the individual consortium in the United States, Canada, or Mexico.

4. Equipment: Leave blank**.**

5. Supplies: Enter annual amounts and totals for U.S. partners.

6. Contractual: Enter $2,500 for each of the four years for a total of $10,000. This is the minimum required amount for evaluation but you may budget more. With each annual performance report you will be required to submit an evaluation report.

7. Construction: Leave blank

8. Other: Enter $8,000 in the first year of the project. This is the conference fee for the 2010 annual meeting at the University of Arizona. In year one and also in years two three, and four enter $1500 for language assessments. Thus the total for year one is $9,500 and each subsequent year is $1,500 with a four-year total of $14,000. These amounts are the required minimum but you may budget more for assessment. You may use line 8 line for additional funds but you must carefully distinguish between the conference fee, language assessments, and other funds with an explanation in the budget narrative.

9. Total Direct Cost: Enter totals for lines 1-8.

10. Indirect Costs: The U.S. Department of Education uses a training rate of 8 percent for grants in the North

American Program. The 8 percent training rate applies to all U.S. partners in the consortium. Indirect costs may be taken from direct costs. However the annual amounts for evaluation on line 6, the conference fee and the language assessments under line 8 must be kept intact since they are directly related to reportable outcomes. If your institution does not have a negotiated rate, you may not receive 8%. Instead, we recommend that you put all requested funds in the direct cost lines of the budget.

11. Training Stipends (Language and Mobility): Each U.S. student participating in the North American program receives a $5,000 stipend. The U.S. partners must budget for 16 students. Do not budget student stipends in year one. In year two and in year three budget $30,000. In year four budget $20,000 for student stipends. The total four-year student mobility award is $80,000. Students may use up to $1,000 of the stipend for language instruction at home or abroad. Student stipends not used in one year will be carried over into the next budget year.

Note that student mobility stipends are for supporting study abroad for a full academic term and are defined as "training stipends." The stipends are restricted to student use and may not be transferred to any other line item in the budget. Consistent with EDGAR 75.562, c, and 75.564, student mobility stipends are not subject to indirect cost.

12. Total requested from FIPSE (lines 9 + 11): The maximum award for year one is $30,000. The maximum award for years two and three is $55,000. The maximum award for year four is $50,000. The maximum total four-year award is $190,000. No awards will be made above these annual and total amounts.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

SECTION B, NON-FEDERAL FUNDS

Do not fill in this section. The North American program does not require cost sharing.

SECTION C, BUDGET NARRATIVE

The budget narrative must be line item specific and be attached in the Budget Narrative Attachment Form.

FIPSE Authorizing Legislation
(20 U.S.C. 1138-1138d)

Higher Education Act of 1965
Title VII, Part B, Subparts 741-745
(As amended by the Higher Education Opportunity Act of 2008)

PART B — FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

SEC. 741. FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

(a) AUTHORITY — The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by–

(1) the encouragement of reform and improvement of, and innovation in, postsecondary education and the provision of educational opportunity for all students, including nontraditional students;

(2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, including–

(A) Efforts that provide academic credit for programs; and

(B) Combinations of academic and experiential learning;

(3) the establishment and continuation of institutions, programs, consortia, collaborations, and other joint efforts based on communications technology, including those efforts that utilize distance education and technological advancements to educate and train postsecondary students (including health professionals serving medically underserved populations);

(4) the carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;

(5) the design and introduction of cost-effective methods of instruction and operation;

(6) the introduction of institutional reforms designed to expand individual opportunities for entering and reentering postsecondary institutions and pursuing programs of postsecondary study tailored to individual needs;

(7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;

(8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto;

(9) the introduction of reforms in remedial education, including English language instruction, to customize remedial courses to student goals and help students progress rapidly from remedial courses into core courses and through postsecondary program completion;

(10) the provision of support and assistance to partnerships between institutions of higher education and secondary schools with a significant population of students identified as late-entering limited English proficient students, to establish programs that–

(A) Result in increased secondary school graduation rates of limited English proficient students; and

(B) Increase the number of participating late-entering limited English proficient students who pursue postsecondary education;

(11) the creation of consortia that join diverse institutions of higher education to design and offer curricular and cocurricular interdisciplinary programs at the undergraduate and graduate levels, sustained for not less than a 5 year period, that–

(A) Focus on poverty and human capability; and

(B) Include–

(i) A service-learning component; and

(ii) the delivery of educational services through informational resource centers, summer institutes, midyear seminars, and other educational activities that stress the effects of poverty and how poverty can be alleviated through different career paths;

(12) the provision of support and assistance for demonstration projects to provide comprehensive support services to ensure that homeless students, or students who were in foster care or were a ward of the court at any time before the age of 13, enroll and succeed in postsecondary education, including providing housing to such students during periods when housing at the institution of higher education is closed or generally unavailable to other students; and

(13) the support of efforts to work with institutions of higher education, and nonprofit organizations, that seek to promote cultural diversity in the entertainment media industry, including through the training of students in production, marketing, and distribution of culturally relevant content.

(b) PLANNING GRANTS — The Secretary is authorized to make planning grants to institutions of higher education for the development and testing of innovative techniques in postsecondary education. Such grants shall not exceed $20,000.

(c) CENTER FOR BEST PRACTICES TO SUPPORT SINGLE PARENT STUDENTS —

(1) The Secretary is authorized to award one grant or contract to an institution of higher education to enable such institution to establish and maintain a center to study and develop best practices for institutions of higher education to support single parents who are also students attending such institutions.

(2) The Secretary shall award the grant or contract under this subsection to a four-year institution of higher education that has demonstrated expertise in the development of programs to assist single parents who are students at institutions of higher education, as shown by the institution's development of a variety of targeted services to such students, including on-campus housing, child care, counseling, advising, internship opportunities, financial aid, and financial aid counseling and assistance.

(3) The center funded under this section shall–

(A) Assist institutions implementing innovative programs that support single parents pursuing higher education;

(B) Study and develop an evaluation protocol for such programs that includes quantitative and qualitative methodologies;

(C) Provide appropriate technical assistance regarding the replication, evaluation, and continuous improvement of such programs; and

(D) Develop and disseminate best practices for such programs.

(d) PROHIBITION —

(1) In general. – No funds made available under this part shall be used to provide direct financial assistance in the form of grants or scholarships to students who do not meet the requirements of section 484(a).

(2) Rule of construction. – Nothing in this subsection shall be construed to prevent a student who does not meet the requirements of section 484(a) from participating in programs funded under this part.

(e) PRIORITY — In making grants under this part to any institution of higher education after the date of enactment of the Higher Education Opportunity Act, the Secretary may give priority to institutions that meet or exceed the most current version of ASHRAE/IES Standard 90.1 (as such term is used in section 342(a)(6) of the Energy Policy and Conservation Act (42 U.S.C. 6313(a)(6)) for any new facilities construction or major renovation of the institution after such date, except that this subsection shall not apply with respect to barns or greenhouses or similar structures owned by the institution.

(f) SCHOLARSHIP PROGRAM FOR FAMILY MEMBERS OF VETERANS OR MEMBERS OF THE MILITARY —

(1) Authorization. – The Secretary shall enter into a contract with a nonprofit organization with demonstrated success in carrying out the activities described in this subsection to carry out a program to provide postsecondary education scholarships for eligible students.

(2) Definition of eligible student.--In this subsection, the term `eligible student' means an individual who is enrolled as a full-time or part-time student at an institution of higher education (as defined in section 102) and is–

(A) A dependent student who is a child of–

(i) An individual who is–

(I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or

(II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);

or

(ii) A veteran who–

(I) served or performed, as described in clause (i), since September 11, 2001; and

(II) died, or has been disabled, as a result of such service or performance; or

(B) An independent student who–

(i) is a spouse of an individual who is–

(I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or

(II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);

(ii) Was (at the time of death of the veteran) a spouse of a veteran who–

(I) served or performed, as described in clause (i), since September 11, 2001; and

(II) died as a result of such service or performance; or

(iii) Is a spouse of a veteran who–

(I) served or performed, as described in clause (i), since September 11, 2001; and

(II) has been disabled as a result of such service or performance.

(3) Awarding of scholarships. –Scholarships awarded under this subsection shall be awarded based on need with priority given to eligible students who are eligible to receive Federal Pell Grants under subpart 1 of part A of title IV.

(4) Maximum scholarship amount. –The maximum scholarship amount awarded to an eligible student under this subsection for an award year shall be the lesser of $5,000, or the student's cost of attendance (as defined in section 472).

(5) Amounts for scholarships. –All of the amounts appropriated to carry out this subsection for a fiscal year shall be used for scholarships awarded under this subsection, except that the nonprofit organization receiving a contract under this subsection may use not more than one percent of such amounts for the administrative costs of the contract.

SEC. 742. BOARD OF THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

(a) ESTABLISHMENT — There is established a National Board of the Fund for the Improvement of Postsecondary Education (in this part referred to as the `Board'). The Board shall consist of 15 members appointed by the Secretary for overlapping 3-year terms. A majority of the Board shall constitute a quorum. Any member of the Board who has served for 6 consecutive years shall thereafter be ineligible for appointment to the Board during a 2-year period following the expiration of such sixth year.

(b) MEMBERSHIP — The Secretary shall designate one of the members of the Board as Chairperson of the Board. A majority of the members of the Board shall be public interest representatives, including students, and a minority shall be educational representatives. All members selected shall be individuals able to contribute an important perspective on priorities for improvement in postsecondary education and strategies of educational and institutional change.

(c) DUTIES — The Board shall–

(1) Advise the Secretary on priorities for the improvement of postsecondary education and make such recommendations as the Board may deem appropriate for the improvement of postsecondary education and for the evaluation, dissemination, and adaptation of demonstrated improvements in postsecondary educational practice;

(2) advise the Secretary on the operation of the Fund for the Improvement of Postsecondary Education, including advice on planning documents, guidelines, and procedures for grant competitions prepared by the Fund; and

(3) Meet at the call of the Chairperson, except that the Board shall meet whenever one-third or more of the members request in writing that a meeting be held.

(d) INFORMATION AND ASSISTANCE — The Secretary shall make available to the Board such information and assistance as may be necessary to enable the Board to carry out its functions.

SEC. 743. ADMINISTRATIVE PROVISIONS.

The Secretary may appoint, for terms not to exceed 3 years, without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, not more than 7 technical employees to administer this part who may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates.

SEC. 744. SPECIAL PROJECTS.

(a) GRANT AUTHORITY — The Secretary is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit organizations as the Secretary deems necessary for innovative projects concerning one or more areas of particular national need identified by the Secretary.

(b) APPLICATION — No grant shall be made under this part unless an application is made at such time, in such manner, and contains or is accompanied by such information as the Secretary may require.

(c) AREAS OF NATIONAL NEED — Areas of national need shall include at a minimum, the following:

(1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost reduction.

(2) Improvements in academic instruction and student learning, including efforts designed to assess the learning gains made by postsecondary students.

(3) Articulation between two- and four-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from two- to four-year institutions of higher education.

(4) Development, evaluation, and dissemination of model courses, including model courses that–

(A) Provide students with a broad and integrated knowledge base;

(B) include, at a minimum, broad survey courses in English literature, American and world history, American- political institutions, economics, philosophy, college-level mathematics, and the natural sciences; and

(C) Include study of a foreign language that leads to reading and writing competency in the foreign language.

(5) International cooperation and student exchanges among postsecondary educational institutions.

(6) Support of centers to incorporate education in quality and safety into the preparation of medical and nursing students, through grants to medical schools, nursing schools, and osteopathic schools. Such grants shall be used to assist in providing courses of instruction that specifically equip students to–

(A) Understand the causes of, and remedies for, medical error, medically induced patient injuries and complications, and other defects in medical care;

(B) Engage effectively in personal and systemic efforts to continually reduce medical harm; and

(C) Improve patient care and outcomes, as recommended by the Institute of Medicine.

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this part such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

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DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education (FIPSE)--Special Focus Competition: Program for North American Mobility in Higher Education

Notice inviting applications for new awards for fiscal year (FY) 2010.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116N.

Dates:

Applications Available: January 27, 2010.

Deadline for Transmittal of Applications: March 24, 2010.

Deadline for Intergovernmental Review: May 23, 2010.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To provide grants for or enter into cooperative agreements to improve postsecondary education opportunities by focusing on problem areas or improvement approaches in postsecondary education.

Priorities: This competition includes one absolute priority and one invitational priority.

Absolute Priority: This priority is from the notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764). For FY 2010 this priority is an absolute priority. Under 34 CFR 75.105 (c)(3) we consider only applications that meet this priority.

This priority is:

Program for North American Mobility in Higher Education (84.116N).

This priority supports the formation of educational consortia of United

States (U.S.), Canadian, and Mexican institutions. To meet this priority, the applicant must propose a project that supports cooperation in the coordination of curricula; the exchange of students, if pertinent to grant activities; and the opening of educational opportunities among the U.S., Canada, and Mexico. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution, the applicant in Mexico must be a Mexican institution, and the applicant in Canada must be a Canadian institution.

Canadian and Mexican institutions participating in any consortium proposal under this priority may apply, respectively, to Human Resources and Social Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for additional funding under separate but parallel Canadian and Mexican competitions.

Invitational Priority: For FY 2010, this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

This priority supports exchanges between Mexican, Canadian, and U.S. minority-serving institutions to increase the participation of underrepresented minorities in the program.

Program Authority: 20 U.S.C. 1138-1138d.

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $300,000.

Estimated Range of Awards: $30,000 for the first year; $185,000-$195,000 for the entire four-year grant.

Estimated Average Size of Awards: Any 2010 application that is funded will be awarded $30,000 for the first year and $185,000-$195,000 for a four-year grant.

Estimated Number of Awards: 9-10.

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

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: IHEs or combinations of IHEs and other public and private nonprofit institutions and agencies.

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: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.116N.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Accessible Format in section VIII of this notice.

2. Content and Form of Application Submission: Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Word Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to 5000 words, using the following standards:

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- 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 5000-word limit does not apply to the cover sheet; the budget section, including the budget narrative; the assurances and certifications; the one-page abstract; the resumes; the bibliography; or the letters of support.

We will reject your application if you exceed the word limit.

3. Submission Dates and Times:

Applications Available: January 27, 2010.

Deadline for Transmittal of Applications: March 24, 2010.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) accessible through the Department's e-Grants site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. 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.

Deadline for Intergovernmental Review: May 23, 2010.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

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

6. Other Submission Requirements:

Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Program for North American Mobility in Higher Education--CFDA Number 84.116N must be submitted electronically using e-Application, accessible through the Department's e-Grants Web site at: http://e-grants.ed.gov.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you 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. 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 your electronic application, you will be entering data online that will be saved into a database. You may not e-mail an electronic copy of a grant application to us.

Please note the following:

- You must complete the electronic submission of your grant application by 4:30:00 p.m., Washington, DC time, on the application deadline date. 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 you do not wait until the application deadline date to begin the application process.
- The hours of operation of the e-Grants 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 e-Grants Web site.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide 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. You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password protected file, we will not review that material.

- Your electronic application must comply with any word 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 you electronically submit your application, you will receive an automatic acknowledgment that will include a PR/Award number (an identifying number unique to your application).

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

(1) Print SF 424 from e-Application.

(2) The applicant'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 e-Application Unavailability: If you are prevented from electronically submitting your application on the application deadline date because e-Application is unavailable, we will grant you an extension of one business day to enable you to transmit your application electronically, by mail, or by hand delivery. We will grant this extension if--

(1) You are a registered user of e-Application and you have initiated an electronic application for this competition; and

(2) (a) 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) 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 you an extension. To request this extension or to confirm our acknowledgment of any system unavailability, you may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If 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 an e-Application. Extensions referred to in this section apply only to the unavailability of e-Application.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through e-Application because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to 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), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your 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 your statement to: Frank Frankfort, U.S. Department of Education, 1990 K Street, NW., room 6152, Washington, DC 20006-8544. FAX: (202) 502-7877.

Your 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 you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. 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 84.116N)
LBJ Basement Level 1
400 Maryland Avenue, SW.
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.

c. 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 84.116N)
550 12th Street, SW.
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 grant 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.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 75.210 and are listed in the application package.

2. Review and Selection Process: An additional factor we consider in selecting an application for an award is demonstration of a tri-lateral, innovative North American approach to training and education.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification

(GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

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 of this notice.

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

3. Reporting: 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. 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.

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the following two performance measures will be used by the Department in assessing the success of the FIPSE--Special Focus Competition: Program for North American Mobility in Higher Education:

(1) The extent to which funded projects are being replicated (i.e., adopted or adapted by others).

(2) The manner in which projects are being institutionalized and continued after funding.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving the outcomes evaluated by these performance measures (i.e., institutionalization and replication). Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Institutionalization and replication are important outcomes that ensure the ultimate success of international consortia funded through this program.

VII. Agency Contact

For Further Information Contact: Frank Frankfort, Fund for the Improvement of Postsecondary Education, U.S. Department of Education, Program for North American Mobility in Higher Education, 1990 K Street, NW., room 6154, Washington, DC 20006-8544. Telephone: (202) 502-7513.

If you use a TDD, 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 computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: 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) on the Internet at the following site: www.ed.gov/news/fedregister.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site.

Note: 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 on GPO Access at: www.gpoaccess.gov/nara/index.html.

Delegation of Authority: The Secretary of Education has delegated authority to Daniel T. Madzelan, Director, Forecasting and Policy Analysis for the Office of Postsecondary Education, to perform the functions and duties of the Assistant Secretary for Postsecondary Education.

Dated: January 22, 2010

____
Daniel T. Madzelan,
Director,
Forecasting and Policy Analysis.

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.	**Type of Submission:** (Required) Select one type of submission in accordance with agency instructions. • Pre-application • Application • 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.	10.	**Name Of Federal Agency**: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	**Catalog Of Federal Domestic Assistance Number/Title:** 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.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • 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. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement. The FON can also be found at http://www.grants.gov/applicants/find_grant_opportunities.jsp.
		13.	**Competition Identification Number/Title:** Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	**Areas Affected By Project:** 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.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	15.	**Descriptive Title of Applicant's Project:** (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.	**Applicant Identifier:** Enter the entity identifier assigned buy the Federal agency, if any, or the applicant's control number if applicable.		
5a.	**Federal Entity Identifier**: Enter the number assigned to your organization by the federal agency, if any.	16.	**Congressional Districts Of**: 16a. (Required) Enter the applicant's congressional district. 16b. 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 5th 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.	**Federal Award Identifier**: For new applications, enter NA. 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.	**Date Received by State:** Leave this field blank. This date will be assigned by the state, if applicable.		
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	**Applicant Information**: Enter the following in accordance with agency instructions:		
	a. Legal Name: (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 www.Grants.gov.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (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.	**Estimated Funding:** (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.
	c. Organizational DUNS: (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 www.Grants.gov.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** (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.
	d. Address: 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.	**Is the Applicant Delinquent on any Federal Debt?** (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.
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	**Authorized Representative**: 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.)
	f. Name and contact information of person to be contacted on matters involving this application: 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.		
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Private Institution of Higher Education O. Individual P. For-Profit Organization (Other than Small Business) Q. Small Business R. Hispanic-serving Institution S. Historically Black Colleges and Universities (HBCUs) T. Tribally Controlled Colleges and Universities (TCCUs) U. Alaska Native and Native Hawaiian Serving Institutions V. Non-US Entity W. Other (specify)		

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED's website at:
http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary
U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.
If you checked "no," ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:
(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and
(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.
(2): If you checked "yes" in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check "Other," specify the name of the Federal or other agency that issued the approved agreement.
(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary
Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)]
Pay attention to applicable program specific instructions,
if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.

2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:

   a. The specific costs or contributions by budget category;
   b. The source of the costs or contributions; and
   c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED's general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB's website at: http://www.whitehouse.gov/omb/circulars/index.html]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.

4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of "Training grants" (34 CFR 75.562) and grants under programs with "Supplement not Supplant" requirements ("Restricted Rate" programs) by a "modified total direct cost" (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

   When calculating indirect costs (line 10) for "Training grants" or grants under "Restricted Rate" programs, you must refer to the information and examples on ED's website at: http://www.ed.gov/fund/grant/apply/appforms/appforms.html.

   You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

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 **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, 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. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

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.

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

Intergovernmental Review of Federal Programs

This appendix applies to each program that is subject to the requirements of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR part 79.

The objective of the Executive order is to foster an intergovernmental partnership and to strengthen federalism by relying on State and local processes for State and local government coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each of those States under the Executive order. A link to the listing containing the Single Point of Contact for each State is located on the e-Application home page.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, areawide, regional, and local entities must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372 - CFDA 84.###, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR 75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Washington, DC time) on the date indicated in the actual application notice.

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 1890-0017. 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, Washington, D.C. 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application

Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th 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.

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 numbers(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 Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, D.C. 20202-4250, telephone: (202) 245-6120, 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).

Application for Federal Assistance SF-424 Version 02

* 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:
Completed upon submission

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:

* Street1:

Street2:

* City:

County:

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 Version 02

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

10. Name of Federal Agency:

U.S. Department of Education

11. Catalog of Federal Domestic Assistance Number:

.

CFDA Title:

*** 12. Funding Opportunity Number:**

Title:

13. Competition Identification Number:

Title:

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

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

Attach supporting documents as specified in agency instructions.

Attachment:
Title :
File :

Attachment:
Title :
File :

Attachment:
Title :
File :

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:
* a. Applicant: * b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.
Attachment:
Title :
File :

17. Proposed Project:
* a. Start Date: * b. End Date:

18. Estimated Funding ($):

a. Federal	**$**
b. Applicant	**$**
c. State	**$**
d. Local	**$**
e. Other	**$**
f. Program Income	**$**
g. TOTAL	**$ 0**

*** 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.)**

[ ] Yes [ ] No

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:

Middle Name:

* Last Name:

Suffix:

Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424 Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

U.S. DEPARTMENT OF EDUCATION **BUDGET INFORMATION** **NON-CONSTRUCTION PROGRAMS**	OMB Control Number: 1894-0008 Expiration Date: 02/28/2011
Name of Institution/Organization:	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1(a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	$	$	$	$	$	$
2. Fringe Benefits	$	$	$	$	$	$
3. Travel	$	$	$	$	$	$
4. Equipment	$	$	$	$	$	$
5. Supplies	$	$	$	$	$	$
6. Contractual	$	$	$	$	$	$
7. Construction	$	$	$	$	$	$
8. Other	$	$	$	$	$	$
9. Total Direct Costs (lines 1-8)	$	$	$	$	$	$
10. Indirect Costs*	$	$	$	$	$	$
11. Training Stipends	$	$	$	$	$	$
12. Total Costs (lines 9-11)	$	$	$	$	$	$

***Indirect Cost Information *(To Be Completed by Your Business Office)*:**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? [ ] Yes [ ] No
(2) If yes, please provide the following information:
Period Covered by the Indirect Cost Rate Agreement: From: __/__/____ To: __/__/____ (mm/dd/yyyy)
Approving Federal agency: [ ] ED [ ] Other (please specify): ______________ The Indirect Cost Rate is _______%
(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:
[ ] Is included in your approved Indirect Cost Rate Agreement? or, [ ] Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is _______%

ED Form No. 524

U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS	OMB Control Number: 1894-0008 Expiration Date: 02/28/2011
Name of Institution/Organization:	Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION B - BUDGET SUMMARY

NON-FEDERAL FUNDS

Budget Categories	Project Year 1(a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	$	$	$	$	$	$
2. Fringe Benefits	$	$	$	$	$	$
3. Travel	$	$	$	$	$	$
4. Equipment	$	$	$	$	$	$
5. Supplies	$	$	$	$	$	$
6. Contractual	$	$	$	$	$	$
7. Construction	$	$	$	$	$	$
8. Other	$	$	$	$	$	$
9. Total Direct Costs (lines 1-8)	$	$	$	$	$	$
10. Indirect Costs	$	$	$	$	$	$
11. Training Stipends	$	$	$	$	$	$
12. Total Costs (lines 9-11)	$	$	$	$	$	$

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Standard Form 424B (Rev.7-97)

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

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

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 sub-agreements.

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

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.

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 Representative:
Name of Authorized Certifying Representative:
Title:
Date Submitted:

Approved by OMB 0348-0046 Exp.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

<table>
<tr>
<td>1. Type of Federal Action:

[ ] Contract
[ ] Grant
[ ] Cooperative Agreement
[ ] Loan
[ ] Loan Guarantee
[ ] Loan Insurance</td>
<td>2. Status of Federal Action:

[ ] Bid/Offer/Application
[ ] Initial Award
[ ] Post-Award</td>
<td>3. Report Type:

[ ] Initial Filing
[ ] Material Change

For Material Change only:
Year: Quarter:
Date of Last Report:</td>
</tr>
<tr>
<td>4. Name and Address of Reporting Entity:
[ ] Prime [ ] Subawardee
Tier, if known:
Name:
Address:
City:
State:
Zip Code + 4: -

Congressional District, if known:</td>
<td colspan="2">5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:

Name:
Address:
City:
State:
Zip Code + 4: -

Congressional District, if known:</td>
</tr>
<tr>
<td>6. Federal Department/Agency:</td>
<td colspan="2">7. Federal Program Name/Description:

CFDA Number, if applicable:</td>
</tr>
<tr>
<td>8. Federal Action Number, if known:</td>
<td colspan="2">9. Award Amount, if known: $</td>
</tr>
<tr>
<td>10. a. Name of Lobbying Registrant (if individual, last name, first name, MI):
Address:
City:
State:
Zip Code + 4: -</td>
<td colspan="2">b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI):
Address:
City:
State:
Zip Code + 4: -</td>
</tr>
<tr>
<td>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.</td>
<td colspan="2">Name:
Title:
Applicant:
Date:</td>
</tr>
<tr>
<td colspan="2">Federal Use Only:</td>
<td>Authorized for Local Reproduction
Standard Form LLL (Rev. 7-97)</td>
</tr>
</table>

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 than 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 AND TITLE OF AUTHORIZED REPRESENTATIVE		
Prefix:	First Name:	Middle Name:
Last Name:		Suffix:
Title:		
Signature:		Date: 01/27/2010

ED 80-0013 03/04

Section 427 of GEPA

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.

Applicants should use this section to address the GEPA provision.

OMB No.1894-0007 Exp.05/31/2011

SUPPLEMENTAL INFORMATION
REQUIRED FOR
DEPARTMENT OF EDUCATION GRANTS

1. Project Director:

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

Address:

* Street1:
Street2:
* City:
County:
* State: * Zip / Postal Code: * Country: **USA**

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

Email Address:

2. Applicant Experience

Novice Applicant [ ] Yes [ ] No [ ] Not applicable

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:

Attachment:
Title :
File :

Project Narrative

Attach other documents

Project Narrative

Attach letters of institutional commitment

Project Narrative

Attach resumes (one page max.)

Project Narrative

Attach Project Narrative (max. 5000 words)

Project Narrative

Attach one-page abstract

Budget Narrative

Attach budget narrrative

OMB No.1894-0010 Exp.05/31/2012

SURVEY ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS

Purpose: The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey: If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's(Organization)Name:
Applicant's DUNS Number:
Federal Program: **CFDA Number:** .

1. Has the applicant ever received a grant or contract from the Federal government?
[] Yes [] No

2. Is the applicant a faith-based organization?
[] Yes [] No

3. Is the applicant a secular organization?
[] Yes [] No

4. Does the applicant have 501(c)(3) status?
[] Yes [] No

5. Is the applicant a local affiliate of a national organization?
[] Yes [] No

6. How many full-time equivalent employees does the applicant have? *(Check only one box).*
[] 3 or Fewer [] 15-50
[] 4-5 [] 51-100
[] 6-14 [] over 100

7. What is the size of the applicant's annual budget? *(Check only one box.)*
[] Less Than $150,000
[] $150,000 - $299,999
[] $300,000 - $499,999
[] $500,000 - $999,999
[] $1,000,000 - $4,999,999
[] $5,000,000 or more