

# Archived Information

## FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD PROGRAM

**Fiscal Year 2008 Application Materials**

**CFDA No. 84.022A**

**OMB No. 1840-0005**

**Expiration Date: 07/31/2010**

**Doctoral Dissertation Research Abroad Program**  
**TABLE OF CONTENTS**

**PROGRAM SPECIFIC INSTRUCTIONS AND FORMS**

Dear Applicant Letter .....	2-3
Competition Highlights .....	4
Notice Inviting Applications for New Awards.....	5-27
Program Regulations .....	28-39
Instructions for Institution's Project Director.....	40-42
Frequently Asked Questions for Project Directors .....	43-45
Institutional DDRA Project Directors .....	46-49
Instructions for Students .....	50-55
Frequently Asked Questions for Student Applicants.....	56-58
Doctoral Dissertation Research Abroad Program Application Form.....	59-62
Fulbright-Hays Foreign Language Reference Form .....	63
Fulbright-Hays Graduate Student Reference Form .....	64
Fulbright-Hays Technical Review Form .....	65-69
Monthly Stipends and Dependent's Allowances .....	70-86

**STANDARD INSTRUCTIONS AND FORMS**

Submittal Instructions for Institution's Contact Person.....	87-89
Application for Federal Assistance (SF 424).....	90-93
Instructions for the SF 424.....	94-95
ED Supplement for the SF 424 .....	96
Instructions for the ED Supplement for SF 424 .....	97-101
Assurances -- Non-Construction Programs .....	102-103
Disclosure of Lobbying Activities .....	104-106
The Government Performance and Results Act .....	107
Application Check List.....	108

Dear Applicant:

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

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

This letter highlights a few items in the Fiscal Year (FY) 2008 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the DDRA Program is accessible at the U.S. Department of Education (Department) Web site at:

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

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

A DDRA application must be submitted on behalf of the applicant doctoral student by a U.S. institution of higher education (IHE). In order for institutions to apply electronically, representatives from institutions of higher education (e.g., project directors) must register in the e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to: [amy.wilson@ed.gov](mailto:amy.wilson@ed.gov): first and last name of the project director, university, and e-mail address. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than August 29, 2007, in order to facilitate timely submission of their electronic applications.

A list of DDRA institutions and program project directors who have registered in e-Application in previous years is included in this application. If an institution is not listed,

or the project director has changed, you are still welcome to apply. Please contact Amy Wilson, DDRA program officer, with the above information as soon as possible.

The Department of Education is requiring that applications for FY 2008 grants under the DDRA Program be submitted electronically using the Department's e-Application system. The e-Application system is accessible through its portal page at:

<http://e-grants.ed.gov/egWelcome.asp>

The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Closing Date Notice and qualify for one of the exceptions to the electronic submission requirement. If you think you may need an exception you are urged to review the requirements promptly. Applications submitted late will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

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

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

Sincerely,

Thomas C. Dawson III  
Deputy Assistant Secretary  
Higher Education Programs

## Competition Highlights

1. Please note the following program priorities:
  - a. Absolute: We consider only applications that meet this priority. This priority is: A research project that focuses on one or more of the following areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, East Central Europe and Eurasia, and the Western Hemisphere (excluding the United State and its territories). Please note that applications that propose projects focused on Western Europe are not eligible.
  - b. Competitive Preference Priority: An additional five (5) points may be awarded to an application that meets this priority. This priority is: A research project that utilizes one or more of the following critical languages: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.
2. Please note that these priorities are explained in detail in the Closing Date Notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.
3. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30pm EST. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.
4. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2008 and qualify for one of the (rare) exceptions to the electronic submission requirement.
5. All applicants are required to adhere to the 10-page limit for the Project Narrative and 2-page limit for the bibliography portion of the application.
6. A font standard in the notice regulates that you use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow)** will not be accepted.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. Please go to <http://e-grants.ed.gov/eqWelcome.asp> for help with the e-Application and click on the e-Application link in the upper left corner of the screen. Also, refer to the procedures and tips for applicants found in this application booklet.

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

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA)

Fellowship Program

Notice inviting applications for new awards for fiscal year (FY)  
2008.

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

Dates:

Applications Available: September 5, 2007

Deadline for Transmittal of Applications: November 5, 2007.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program provides opportunities to graduate students to engage in full-time dissertation research abroad in modern foreign languages and area studies.

Priorities: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from the regulations for this program (34 CFR 662.21(d)).

Absolute Priority: For FY 2008 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, East Central Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories). Please note that applications that propose projects focused on Western Europe are not eligible.

Competitive Preference Priority: Within this absolute priority, we give competitive preference to applications that address the following priority.

Under 34 CFR 75.105 (c)(2)(i) and 34 CFR 662.21(d) we award an additional five (5) points to an application that meets this priority.

This priority is:

A research project that utilizes one or more of the following critical languages: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

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

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR part 662.

Note: The regulations in 34 CFR part 86 apply to Institutions of Higher Education (IHEs) only.

## II. Award Information

Type of Award: Discretionary grants redistributed as fellowships to individual beneficiaries. As part of its FY 2008 budget request, the Administration proposed to continue to allow funds to be used to support the applications of individuals who plan to utilize their language skills in world areas vital to the United States national security in the fields of government, international development, and the professions. Therefore, students planning to apply their language skills in such fields are eligible to apply for this program, in addition to those planning teaching careers. However, authority to use funds in this manner depends on final Congressional action. Applicants will be given an opportunity to amend their applications if such authority is not provided.

Estimated Available Funds: The Administration has requested \$4,400,000 for new awards for this program for FY 2008. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough



time to complete the grant process if Congress appropriates funds for this program.

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

Estimated Average Size of Fellowship Awards: \$37,000.

Estimated Number of Fellowship Awards: 118.

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

Project Period: The institutional project period is 18 months beginning July 1, 2008. Students may request funding for 6-12 months.

### III. Eligibility Information

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

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

### IV. Application and Submission Information

1. Address to Request Application Package: Both IHEs and student applicants can obtain an application package via the Internet. To obtain a copy via the internet, use the following address:

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

IHEs and student applicants may also obtain a copy of the application package by contacting Carla White, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., Suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7700 or by email: [ddra@ed.gov](mailto:ddra@ed.gov)

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

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

## 2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms to be submitted, are in the application package for this program.

Page Limit: The application narrative is where the student applicant addresses the selection criteria that reviewers use to evaluate the application. The student applicant must limit the application narrative to 10 pages and the bibliography to two (2) pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. However, student

applicants may single space all text in charts, tables, figures, graphs, titles, headings, footnotes, endnotes, quotations, bibliography, and captions.

- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

- Student applicants may use a 10-point font in charts, tables, figures, graphs, footnotes, and endnotes. However, these items are considered part of the narrative and counted within the 10 page limit.

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman, Arial Narrow) will not be accepted.

The page limit only applies to the application narrative and bibliography. However, student applicants must include their complete responses to the selection criteria in the application narrative.

We will reject a student applicant's application if--

- A student applicant applies these standards and exceeds the page limits; or

- A student applicant applies other standards and exceeds the page limits.

### 3. Submission Dates and Times:

Applications Available: September 5, 2007.

Deadline for Transmittal of Applications: November 5, 2007.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. Please note that the application availability date for this competition is [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER]. The application will not be available on the e-Application system until [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER]. For information (including dates and times) about how to submit an IHE's application electronically or by mail or hand delivery if an IHE qualifies for an exception to the electronic submission requirement, please refer to Section IV. 6. Other Submission Requirements in 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 should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

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

5. Funding Restrictions: We specify allowable costs in 34 CFR 662. 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 an IHE qualifies for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program - CFDA Number 84.022A must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: <http://e-grants.ed.gov>

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

before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

While completing the electronic application, both the IHE and the student applicant will be entering data online that will be saved into a database. Neither the IHE nor the student applicant may e-mail an electronic copy of a grant application to us.

Please note the following:

- The process for submitting applications electronically under the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program has several parts. The following is a brief summary of the process; however, all applicants should review and follow the detailed description of the application process that is contained in the application package. In summary, the major parts are as follows: 1) IHEs must e-mail the following information to ddra@ed.gov: name of university, full name and e-mail address of potential project director. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than [insert date], 2007, in order to facilitate timely submission of their applications; 2) Students must complete their individual applications and submit them to their IHE's project director

using e-Application; 3) Persons providing references for individual students must complete and submit reference forms for the students and submit them to the IHE's project director using e-Application; and 4) The IHE's project director must officially submit the IHE's application, which must include all eligible individual student applications, reference forms, and other required forms, using e-Application. Student transcripts, however, must be mailed or hand delivered to the Department on or before the application deadline date using the applicable mail or hand delivery instructions for paper applications in this notice.

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

- The regular 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 midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC

time, for maintenance. Any modifications to these hours are posted on the e-Grants Web site.

- Student applicants will not receive additional point value because he/she submits his/her application in electronic format, nor will we penalize the IHE or student applicant if the applicant qualifies for an exception to the electronic submission requirement, as described elsewhere in this section, and submits an application in paper format.

- IHEs must submit all documents, except for student transcripts, electronically, including the Application for Federal Assistance (SF 424), the Supplement to the SF 424, and all necessary assurances and certifications. Both IHEs and student applicants must attach any narrative sections of the application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If an IHE or a student applicant uploads a file type other than the three file types specified above or submit a password protected file, we will not review that material.

- Student transcripts must be mailed or hand delivered to the Department on or before the application deadline date in accordance with the applicable mail or hand delivery instructions for paper applications described in this notice.



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

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

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

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

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

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

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

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

- We may request that you provide us original signatures on the SF 424 and other forms at a later date.

Application Deadline Date Extension in Case of e-Application

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

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

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

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

We must acknowledge and confirm these periods of unavailability before granting the IHE an extension. To request this extension or to confirm our acknowledgement of any system unavailability, an IHE 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 the system is down 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 the Department's e-Application system.

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

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

- the IHE or a student applicant does not have the capacity to upload large documents to the Department's e-Application system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), the IHE mails or faxes a written statement to the Department, explaining which of the two grounds for an exception prevent the IHE from using

the Internet to submit its application. If an IHE mails a written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If an IHE faxes its written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax this statement to: Carla White, U.S. Department of Education, 1990 K Street, NW., Suite 6000, Washington, DC 20006-8521. FAX: (202) 502-7860.

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

b. Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.022A)  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education  
Application Control Center - Stop 4260  
Attention: (CFDA Number 84.022A)  
7100 Old Landover Road  
Landover, MD 20785-1506

Regardless of which address the IHE uses, the IHE must show proof of mailing consisting of one of the following:

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

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

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

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

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

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

(1) The IHE must indicate on the envelope and – if not provided by the Department – in Item 11 of the SF 424 the CFDA number – and suffix letter, if any – of the competition under which the IHE is submitting its application.

(2) The Application Control Center will mail a grant application receipt acknowledgment to the IHE. If the IHE does not receive the grant application receipt acknowledgment within 15 business days from the application deadline date, the IHE

should call the U.S. Department of Education Application Control Center at (202) 245-6288.

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 should contact the person listed under For Further Information Contact in section VII in 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 limitation in this notice.

#### V. Application Review Information

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

Selection Criteria: The following selection criteria for this competition are from 34 CFR 662.21: The maximum score for

all of the criteria, including the competitive preference priority, is 105 points. The maximum score for each criterion is indicated in parentheses. Quality of proposed project (60 points): In determining the quality of the research project proposed by the applicant, the Secretary considers (1) The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used (10 points); (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's originality and importance in terms of the concerns of the discipline (10 points); (3) The preliminary research already completed in the United States and overseas or plans for such research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries (10 points); (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad (10 points); (5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries (10 points); and (6) The guidance and supervision of the dissertation advisor or committee at all stages of the project, including guidance in developing the project, understanding research conditions



abroad, and acquainting the applicant with research in the field (10 points).

Qualifications of the applicant (40 points): In determining the qualifications of the applicant, the Secretary considers (1) The overall strength of the applicant's graduate academic record (10 points); (2) The extent to which the applicant's academic record demonstrates a strength in area studies relevant to the proposed project (10 points); (3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers (15 points); and (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's references or previous overseas experience, or both (5 points).

#### VI. Award Administration Information

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

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

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the

application package and reference these and other requirements in the Applicable Regulations section 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 its approved application as part of its binding commitments under the grant.

3. Reporting: At the end of the project period, the IHE must submit a final performance report, including the final reports of all of the IHE's fellows, and financial information, as directed by the Secretary. The IHE and fellows are required to use the electronic reporting system International Resource Information System (IRIS) to complete the final report.

4. Performance Measures: The objective of the Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program is to maintain a U.S. higher education system able to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of the U.S. government, academic, and business institutions.

The following performance measure has been developed to evaluate the overall effectiveness of the DDRA program -- The improvement of language proficiency of fellows. All grantees will be expected to provide documentation of the improved

language proficiency of the fellows through the IRIS system.

Reporting screens for institutions and fellows may be viewed at:

[http://www.ieps-iris.org/iris/pdfs/DDRA\\_fellow.pdf](http://www.ieps-iris.org/iris/pdfs/DDRA_fellow.pdf)

[http://www.ieps-iris.org/iris/pdfs/DDRA\\_director.pdf](http://www.ieps-iris.org/iris/pdfs/DDRA_director.pdf)

#### VII. Agency Contact

For Further Information Contact: Carla White, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7700 or via the Internet: [ddra@ed.gov](mailto:ddra@ed.gov)

If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed in this section.

#### VIII. Other Information

Electronic Access to This Document: You may 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](http://www.ed.gov/news/fedregister)

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free,

at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

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](http://www.gpoaccess.gov/nara/index.html)

Dated:

---

---

Diane Auer Jones,  
Assistant Secretary  
Office of Postsecondary Education.

HIGHER EDUCATION PROGRAMS; 34 CFR PARTS 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, AND 669; FINAL REGULATIONS.

[OPE]FR Doc 05-5547

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

[Rules and Regulations]

[Page 13371-13377]

From the Federal Register Online via GPO Access [wais.access.gpo.gov]

[DOCID:fr21mr05-14]

DOWNLOAD:

---

DEPARTMENT OF EDUCATION

34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662,

663, 664, AND 669

HIGHER EDUCATION PROGRAMS

AGENCY: OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION.

ACTION: FINAL REGULATIONS.

---

**SUMMARY:** THESE FINAL REGULATIONS REMOVE ALL REFERENCES TO POINTS IN THE SELECTION CRITERIA THE DEPARTMENT OF EDUCATION (DEPARTMENT) USES TO EVALUATE APPLICATIONS SUBMITTED UNDER THE HIGHER EDUCATION DISCRETIONARY GRANT PROGRAMS. WE ARE TAKING THIS ACTION BECAUSE THE CURRENT POINT ASSIGNMENTS ARE OUTDATED AND DO NOT PERMIT SUFFICIENT FLEXIBILITY TO ESTABLISH IMPORTANT PROGRAM OBJECTIVES. TAKING THIS ACTION ALLOWS US THAT FLEXIBILITY AND ENSURES THAT GRANT AWARDS ARE MADE TO HIGH QUALITY APPLICANTS. THE FINAL REGULATIONS ALSO REMOVE THE REQUIREMENT THAT IN COMPETITIONS FOR GRANTS UNDER THE PARTNERSHIP AND TEACHER-RECRUITMENT COMPONENTS OF THE TEACHER QUALITY ENHANCEMENT GRANTS PROGRAM, THE SECRETARY HOLD A TWO-STAGE COMPETITION IN WHICH APPLICANTS MUST SUBMIT A PRE-APPLICATION AND A FULL APPLICATION. THE CURRENT STRUCTURE DID NOT PROVE EFFECTIVE IN PRODUCING HIGH QUALITY APPLICATIONS FOR THIS PROGRAM. REMOVING THE REQUIREMENT FOR A PRE-APPLICATION REDUCES BURDEN ON APPLICANTS AND THE DEPARTMENT AND ALLOWS BOTH TO TARGET THEIR RESOURCES ON THE FULL APPLICATION STAGE.

THERE ARE SOME AMENDMENTS IN THESE FINAL REGULATIONS THAT ARE PURELY TECHNICAL CORRECTIONS TO THE REGULATIONS.

**DATES:** THESE REGULATIONS ARE EFFECTIVE APRIL 20, 2005.

**FOR FURTHER INFORMATION CONTACT:** LORRAINE KENNEDY, U.S. DEPARTMENT OF EDUCATION, 1990 K STREET, NW., ROOM 8018, WASHINGTON, DC 20006-8544. TELEPHONE: (202) 502-7762. PAMELA MAIMER, U.S. DEPARTMENT OF EDUCATION, 1990 K STREET, NW., ROOM 8014, WASHINGTON, DC 20006-8544. TELEPHONE:

(202) 502-7704.

IF YOU USE A TELECOMMUNICATIONS DEVICE FOR THE DEAF (TDD), YOU MAY CALL THE FEDERAL RELAY SERVICE (FRS) AT 1-800-877-8339.

INDIVIDUALS WITH DISABILITIES MAY OBTAIN THIS DOCUMENT IN AN ALTERNATIVE FORMAT (E.G., BRAILLE, LARGE PRINT, AUDIOTAPE, OR COMPUTER DISKETTE) ON REQUEST TO EITHER CONTACT PERSON LISTED UNDER FOR FURTHER INFORMATION CONTACT.

**SUPPLEMENTARY INFORMATION:** ON DECEMBER 22, 2004, THE SECRETARY

[[PAGE 13372]]

PUBLISHED A NOTICE OF PROPOSED RULEMAKING (NPRM) FOR 34 CFR PARTS 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, AND 669 IN THE FEDERAL REGISTER (69 FR 76636). IN THE PREAMBLE OF THE NPRM, THE SECRETARY DISCUSSED ON PAGES 76636 AND 76637 THE MAJOR CHANGES PROPOSED TO THE CURRENT REGULATIONS. THESE ARE AS FOLLOWS:

THE SECRETARY PROPOSED REMOVING THE MANDATORY POINT VALUES FROM THE SELECTION CRITERIA IN THE REGULATIONS ASSOCIATED WITH THE APPLICATION PROCESS FOR DISCRETIONARY GRANT PROGRAMS. THESE AMENDMENTS PROVIDE THE SECRETARY WITH THE FLEXIBILITY TO SELECT SPECIFIC POINT VALUES FROM YEAR TO YEAR TO ADDRESS CURRENT PRIORITIES FOR THE PROGRAMS.

THE SECRETARY ALSO PROPOSED AMENDING 34 CFR PART 611, WHICH GOVERNS THE TEACHER QUALITY ENHANCEMENT GRANTS (TQE) PROGRAM. THIS AMENDMENT MAKES DISCRETIONARY THE EXISTING REQUIREMENT THAT IN COMPETITIONS FOR GRANTS UNDER THE PROGRAM'S PARTNERSHIP AND TEACHER-RECRUITMENT COMPONENTS, THE SECRETARY CONDUCT A TWO-STAGE PROCESS FOR SELECTING APPLICANTS INVOLVING THE SUBMISSION AND REVIEW OF PRE-APPLICATIONS AND FULL APPLICATIONS.

THERE WERE NO DIFFERENCES BETWEEN THE NPRM AND THESE FINAL REGULATIONS.

**ANALYSIS OF COMMENTS**

IN RESPONSE TO THE SECRETARY'S INVITATION IN THE NPRM, THE DEPARTMENT DID NOT RECEIVE ANY COMMENTS ON THE CHANGES TO THE TQE PROGRAM. SEVERAL PARTIES SUBMITTED COMMENTS ON THE PROPOSED REGULATIONS REGARDING REMOVAL OF MANDATORY POINT VALUES. AN ANALYSIS OF THE COMMENTS FOLLOWS.

GENERALLY, WE DO NOT ADDRESS TECHNICAL AND OTHER MINOR CHANGES—AND SUGGESTED CHANGES THE LAW DOES NOT AUTHORIZE THE SECRETARY TO MAKE.

**ANALYSIS OF COMMENTS AND CHANGES**

**COMMENTS:** SEVERAL COMMENTERS BELIEVED THAT THE ELIMINATION OF POINTS WILL RESULT IN SOME INSTITUTIONS BEING DENIED THE OPPORTUNITY TO COMPETE FOR GRANTS BECAUSE THEY WILL NOT HAVE ENOUGH TIME TO PREPARE BECAUSE OF THE CHANGE.

**DISCUSSION:** THE SECRETARY DOES NOT AGREE THAT ELIMINATING SPECIFIC POINT VALUES FROM THE REGULATIONS WILL REDUCE THE OPPORTUNITY FOR POTENTIAL GRANTEEES TO COMPETE FOR GRANTS. THE REGULATIONS CONTINUE TO SPECIFY THE CRITERIA USED IN MAKING THE GRANTS IN EACH PROGRAM. MOREOVER, THE POINTS TO BE AWARDED FOR EACH CRITERIA WILL BE SPECIFIED IN A FEDERAL REGISTER NOTICE OR IN THE APPLICATION PACKAGE, WHICH WILL BE AVAILABLE IN ENOUGH TIME FOR POTENTIAL APPLICANTS TO PREPARE THEIR APPLICATIONS.

Change: None.

Comment: Several commenters wrote that eliminating points from the criteria will result in a reduced focus on institutions that serve disadvantaged students or programs that serve a particular group.

**DISCUSSION:** THE SECRETARY UNDERSTANDS THE CONCERNS OF THE COMMENTERS. WE DO NOT BELIEVE THAT THE PROPOSED CHANGE WILL LEAD TO REDUCED FOCUS ON INSTITUTIONS THAT SERVE DISADVANTAGED STUDENTS OR PARTICULAR GROUPS OF STUDENTS. REMOVING POINT VALUES FROM THE REGULATIONS DOES NOT CHANGE THE SELECTION CRITERIA OR OTHERWISE CHANGE THE FOCUS OF THE PROGRAMS.

Change: None.

Comment: Several commenters stated that the elimination of points

would result in a preference for four-year institutions over two-year institutions.

**DISCUSSION: WE HAVE NO REASON TO BELIEVE THAT THE REMOVAL OF POINTS FROM THE REGULATIONS WILL RESULT IN A PREFERENCE FOR FOUR-YEAR INSTITUTIONS OVER TWO-YEAR INSTITUTIONS IN GRANT AWARDS. THE SELECTION CRITERIA WILL REMAIN THE SAME, SO THE REMOVAL OF POINTS WILL NOT AFFECT THE SELECTION OF APPLICANTS.**

**Change: None.**

**EXECUTIVE ORDER 12866**

1. Potential Costs and Benefits

We have reviewed these final regulations in accordance with Executive Order 12866. Under the terms of the order we have assessed the potential costs and benefits of this regulatory action.

The potential costs associated with the final regulations are those resulting from statutory requirements and those we have determined to be necessary for administering these programs effectively and efficiently.

In assessing the potential costs and benefits—both quantitative and qualitative—of these final regulations, we have determined that the benefits justify the costs.

We have also determined that this regulatory action would not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

2. Summary of Potential Costs and Benefits

We discussed the potential costs and benefits of these final regulations in the preamble to the NPRM in the section titled Supplementary Information.

**Regulatory Flexibility Act Certification**

The Secretary certifies that these final regulations will not have a significant economic impact on a substantial number of small entities. Small entities affected by these regulations are small institutions of higher education. The changes will not have a significant economic impact on the institutions affected.

**Paperwork Reduction Act of 1995**

The Paperwork Reduction Act of 1995 does not require you to respond to a collection of information unless it displays a valid OMB control number. We display the valid OMB control numbers assigned to collections of information in these final regulations at the end of the affected sections of the regulations.

**Assessment of Educational Impact**

In the NPRM we requested comments on whether the proposed regulations would require transmission of information that any other agency or authority of the United States gathers or makes available.

Based on the response to the NPRM and on our review, we have determined that these final regulations do not require transmission of information that any other agency or authority of the United States gathers or makes available.

**Electronic Access to This Document**

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

<http://www.ed.gov/news/fedregister>.

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

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:

<http://www.gpoaccess.gov/nara/index.html>.

**LIST OF SUBJECTS**

**34 CFR PARTS 606 AND 607**

**COLLEGES AND UNIVERSITIES, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS.**

**34 CFR PART 611**

**COLLEGES AND UNIVERSITIES, ELEMENTARY AND SECONDARY EDUCATION, GRANT PROGRAMS—EDUCATION.**

**[[PAGE 13373]]**

**34 CFR PART 637**

**COLLEGES AND UNIVERSITIES, EDUCATIONAL STUDY PROGRAMS, EQUAL EDUCATIONAL OPPORTUNITY, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS, SCIENCE AND TECHNOLOGY, WOMEN.**

**34 CFR PART 648**

**COLLEGES AND UNIVERSITIES, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS, SCHOLARSHIPS AND FELLOWSHIPS.**

**34 CFR PART 656**

**COLLEGES AND UNIVERSITIES, CULTURAL EXCHANGE PROGRAMS, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS.**

**34 CFR PART 657**

**COLLEGES AND UNIVERSITIES, CULTURAL EXCHANGE PROGRAMS, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS, SCHOLARSHIPS AND FELLOWSHIPS.**

**34 CFR PART 658**

**COLLEGES AND UNIVERSITIES, CULTURAL EXCHANGE PROGRAMS, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION.**

**34 CFR PART 660**

**COLLEGES AND UNIVERSITIES, CULTURAL EXCHANGE PROGRAMS, EDUCATIONAL RESEARCH, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION.**

**34 CFR PART 661**

**BUSINESS AND INDUSTRY, COLLEGES AND UNIVERSITIES, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, STUDENT AID.**

**34 CFR PART 662**

**COLLEGES AND UNIVERSITIES, EDUCATIONAL RESEARCH, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, SCHOLARSHIPS AND FELLOWSHIPS.**

**34 CFR PART 663**

COLLEGES AND UNIVERSITIES, EDUCATIONAL RESEARCH, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, SCHOLARSHIPS AND FELLOWSHIPS, TEACHERS.

34 CFR PART 664

COLLEGES AND UNIVERSITIES, EDUCATIONAL RESEARCH, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, TEACHERS.

34 CFR PART 669

COLLEGES AND UNIVERSITIES, EDUCATIONAL RESEARCH, EDUCATIONAL STUDY PROGRAMS, GRANT PROGRAMS—EDUCATION, REPORTING AND RECORDKEEPING REQUIREMENTS, TEACHERS.

*Dated: March 16, 2005.*

Sally L. Stroup,

Assistant Secretary for Postsecondary Education.

FOR THE REASONS DISCUSSED IN THE PREAMBLE, THE SECRETARY AMENDS PARTS 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, AND 669 OF TITLE 34 OF THE CODE OF FEDERAL REGULATIONS AS FOLLOWS:

**PART 606--DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM**

1. The authority citation for part 606 continues to read as follows:

Authority: 20 U.S.C. 1101 et seq., unless otherwise noted.

2. Section 606.20 is amended by—

A. Revising paragraph (b);

B. In paragraph (c)(1), removing the words “scores at least 50 points” and adding, in their place, the words “meets the requirements”; and

C. Removing paragraph (c)(2)(i) and redesignating paragraphs (c)(2)(ii) and (c)(2)(iii) as paragraphs (c)(2)(i) and (c)(2)(ii), respectively.

The revision reads as follows:

**SEC. 606.20 HOW DOES THE SECRETARY CHOOSE APPLICATIONS FOR FUNDING?**

\*\*\*\*\*

**(B) THE SECRETARY INFORMS APPLICANTS OF THE MAXIMUM POSSIBLE SCORE FOR EACH CRITERION IN THE APPLICATION PACKAGE OR IN A NOTICE PUBLISHED IN THE FEDERAL REGISTER.**

\*\*\*\*\*

3. Section 606.21 is amended by—

A. Removing all of the parentheticals that end in “points”;

B. Revising the introductory text to read as follows:

Sec. 606.21 What are the selection criteria for planning grants?

The Secretary evaluates an application for a planning grant on the basis of the criteria in this section.

\*\*\*\*\*

4. Section 606.22 is amended by—

A. Revising the introductory text;

B. Removing all of the parentheticals that end in “points”;

C. In paragraphs (a)(1) and (a)(2), removing the punctuation “.”; and

D. In paragraph (a)(3), adding the word “and” after the punctuation “.”.

*The revision reads as follows:*

**SEC. 606.22 WHAT ARE THE SELECTION CRITERIA FOR DEVELOPMENT GRANTS?**

**THE SECRETARY EVALUATES AN APPLICATION FOR A DEVELOPMENT GRANT ON THE BASIS OF THE CRITERIA IN THIS SECTION.**

\*\*\*\*\*

5. Section 606.23 is amended by—

A. Removing all of the parentheticals that end in “point”;

B. Revising the introductory text of paragraphs (a) and (b) to read as follows:

Sec. 606.23 What special funding consideration does the Secretary provide?

(a) If funds are available to fund only one additional planning grant and each of the next fundable applications has received the same number of points under Sec. 606.20 or 606.21, the Secretary awards additional points, as provided in the application package or in a notice published in the Federal Register, to any of those applicants that—

(b) If funds are available to fund only one additional development grant and each of the next fundable applications has received the same number of points under Sec. 606.20 or 606.22, the Secretary awards additional points, as provided in the application package or in a notice published in the Federal Register, to any of those applicants that—

\*\*\*\*\*

**PART 607--STRENGTHENING INSTITUTIONS PROGRAM**

6. The authority citation for part 607 continues to read as follows:

Authority: 20 U.S.C. 1507-1509c, 1066-1069f, unless otherwise noted.

7. Section 607.20 is amended by—

A. Removing paragraph (c) and redesignating paragraphs (b)(1) and (2) as paragraphs (c)(1) and (2), respectively;

B. In redesignated paragraph (c)(2), removing the reference to

“(b)(1)” and adding, in its place, the reference “(c)(1)”;

C. Adding a new paragraph (b); and

D. Revising paragraph (d).

The addition and revision read as follows:

**SEC. 607.20 HOW DOES THE SECRETARY CHOOSE APPLICATIONS FOR FUNDING?**

\*\*\*\*\*

(b) The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

(d) The Secretary considers funding an application for a development grant that—

(1) Is submitted with a comprehensive development plan that satisfies all the elements required of such a plan under Sec. 607.8; and

- (2) In the case of an application for a cooperative arrangement grant, demonstrates that the grant will enable each eligible participant to meet the goals and objectives of its comprehensive development plan better and at a lower cost than if each eligible participant were funded individually.

\*\*\*\*\*

8. Section 607.21 is amended by—
- A. Removing all of the parentheticals that end in “points”); and
  - B. Revising the introductory text to read as follows:  
Sec. 607.21 What are the selection criteria for planning grants?  
The Secretary evaluates an application for a planning grant on the basis of the criteria in this section.

\*\*\*\*\*

9. Section 607.22 is amended by—
- A. Revising the introductory text;
  - B. Removing all of the parentheticals that end in “points”);
  - C. In paragraphs (a)(1) and (a)(2), removing the punctuation “.”; and
  - D. In paragraph (a)(3), adding the word “and” after the punctuation“.”.

**The revision reads as follows:**

**SEC. 607.22 WHAT ARE THE SELECTION CRITERIA FOR DEVELOPMENT GRANTS?**

**THE SECRETARY EVALUATES AN APPLICATION FOR A DEVELOPMENT GRANT ON THE BASIS OF THE CRITERIA IN THIS SECTION.**

\*\*\*\*\*

10. Section 607.23 is amended by—
- A. Removing all of the parentheticals that end in “point”); and
  - B. Revising the introductory text of paragraphs (a) and (b) to read as follows:  
Sec. 607.23 What special funding consideration does the Secretary provide?  
(a) If funds are available to fund only one additional planning grant and each of the next fundable applications has received the same number of points under Sec. 607.20 or 607.21, the Secretary awards additional points, as provided in the application package or in a notice published in the Federal Register, to any of those applicants that—

\*\*\*\*\*

- (b) If funds are available to fund only one additional development grant and each of the next fundable applications has received the same number of points under Sec. 607.20 or 607.22, the Secretary awards additional points, as provided in the application package or in a notice published in the Federal Register, to any of those applicants that—

\*\*\*\*\*

**PART 611--TEACHER QUALITY ENHANCEMENT GRANTS PROGRAM**

11. The authority citation for part 611 continues to read as follows:  
Authority: 20 U.S.C. 1021 et seq. and 1024(e), unless otherwise noted.  
Sec. 611.2 [Amended]
12. Section 611.2 is amended by, in paragraph (a), removing the words “paragraphs (a)(1), (a)(2)(iii), or (a)(3)(iii) of Sec. 611.3” and adding, in their place, the words “paragraphs (a)(1), (a)(2)(i)(B), (a)(2)(ii), (a)(3)(i)(B), or (a)(3)(ii) of Sec. 611.3”.
13. Section 611.3 is amended by—
- A. Revising paragraphs (a)(2) and (a)(3); and
  - B. In paragraph (b), removing the words “paragraphs (b)(2)(ii) and (b)(3)(ii)” AND ADDING, IN THEIR PLACE, THE WORDS “PARAGRAPHS (A)(2)(i)(A) AND (A)(3)(i)(A)”.

**The revisions read as follows:**

**SEC. 611.3 WHAT PROCEDURES DOES THE SECRETARY USE TO AWARD A GRANT?**

\*\*\*\*\*

- (a) \*\*\*
  - (2) For the Partnership Grants Program, the Secretary may use a two-stage application process to determine which applications to fund.
    - (i) If the Secretary uses a two-stage application process, the

**SECRETARY USES—**

- (A) The selection criteria in Sec. Sec. 611.21 through 611.22 to evaluate pre-applications submitted for new grants, and to determine those applicants to invite to submit full program applications; and
- (B) For those applicants invited to submit full applications, the selection criteria and competitive preference in Sec. Sec. 611.23 through 611.25 to evaluate the full program applications.
  - (ii) If the Secretary does not use a two-stage application process, the Secretary uses the selection criteria and competitive preference in Sec. Sec. 611.23 through 611.25 to evaluate applications.
  - (3) For the Teacher Recruitment Grants Program, the Secretary may use a two-stage application process to determine which applications to fund.
    - (i) If the Secretary uses a two-stage application process, the

**SECRETARY USES—**

- (A) The selection criteria in Sec. 611.31 to evaluate pre-applications submitted for new grants, and to determine those applicants to invite to submit full program applications; and
- (B) For those applicants invited to submit full applications, the selection criteria in Sec. 611.32 to evaluate the full program applications.
  - (ii) If the Secretary does not use a two-stage application process, the Secretary uses the selection criteria in Sec. 611.32 to evaluate applications.

\*\*\*\*\*

**PART 637--MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM**

14. The authority citation for part 637 continues to read as follows:  
Authority: 20 U.S.C. 1067-1067c, 1067g-1067k, 1068, 1068b, unless otherwise noted.

15. Section 637.31 is amended by—
- A. Revising paragraph (b); and
  - B. Removing paragraph (c) and redesignating paragraphs (d)(1), (2), and

**(3) AS PARAGRAPHS (C)(1), (2), AND (3), RESPECTIVELY.**

**The revision reads as follows:**



**SEC. 637.31 HOW DOES THE SECRETARY EVALUATE AN APPLICATION?**

\*\*\*\*\*

- (b) The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

- 16. Section 637.32 is amended by—
  - A. Revising the introductory text;
  - B. Removing all of the parentheticals that end in “points”;
  - C. In paragraph (a)(2)(v), removing the parenthetical “(See EDGAR 34 CFR 75.581)” and adding, in its place, the parenthetical “(See 34 CFR 75.580)”.
  - D. In paragraph (b)(2)(iv), removing the word “groups” the second time it appears and adding, in its place, the word “group”;
  - E. In paragraph (d)(1), removing the parenthetical “(See EDGAR 34 CFR 75.590--Evaluation by the grantee; where applicable)” and adding, in its place, the parenthetical “(See 34 CFR 75.590)”;
  - F. Removing the authority citation that appears immediately before paragraph (f); and
  - G. Revising paragraph (f)(2)(iii).  
The revisions read as follows:

**SEC. 637.32 WHAT SELECTION CRITERIA DOES THE SECRETARY USE?**

**THE SECRETARY EVALUATES APPLICATIONS ON THE BASIS OF THE CRITERIA IN THIS SECTION.**

\*\*\*\*\*

- (f) \*\*\*
- (2) \*\*\*
- (iii) Involvement of appropriate individuals, especially science faculty, in identifying the institutional needs.

\*\*\*\*\*

**PART 648--GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED**

- 17. The authority citation for part 648 continues to read as follows:

Authority: 20 U.S.C. 1135-1135ee, unless otherwise noted.

- 18. Section 648.30 is amended by—
  - A. Revising paragraph (b); and
  - B. Removing paragraph (c).The revision reads as follows:

**SEC. 648.30 HOW DOES THE SECRETARY EVALUATE AN APPLICATION?**

\*\*\*\*\*

- (b) The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

- 19. Section 648.31 is amended by—
  - A. Removing all of the parentheticals that end in “points”;
  - B. Revising the introductory text to read as follows:  
Sec. 648.31 What selection criteria does the Secretary use?  
The Secretary evaluates an application on the basis of the criteria in this section.

\*\*\*\*\*

**PART 656--NATIONAL RESOURCE CENTERS PROGRAM FOR FOREIGN LANGUAGE AND AREA STUDIES OR FOREIGN LANGUAGE AND INTERNATIONAL STUDIES**

- 20. The authority citation for part 656 continues to read as follows:

Authority: 20 U.S.C. 1122, unless otherwise noted.

- 21. Section 656.20 is amended by revising paragraph (b) to read as follows:  
Sec. 656.20 How does the Secretary evaluate an application?

\*\*\*\*\*

- (b) The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

- 22. Section 656.21 is amended by—
  - A. Removing all of the parentheticals that end in “points”;
  - B. Revising the introductory text to read as follows:  
Sec. 656.21 What selection criteria does the Secretary use to evaluate an application for a comprehensive Center?  
The Secretary evaluates an application for a comprehensive Center on the basis of the criteria in this section.

\*\*\*\*\*

- 23. Section 656.22 is amended by—
  - A. Removing all of the parentheticals that end in “points”;
  - B. Revising the introductory text to read as follows:  
Sec. 656.22 What selection criteria does the Secretary use to evaluate an application for an undergraduate Center?  
The Secretary evaluates an application for an undergraduate Center on the basis of the criteria in this section.

\*\*\*\*\*

**PART 657--FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAM**

- 24. The authority citation for part 657 continues to read as follows:

Authority: 20 U.S.C. 1122, unless otherwise noted.

- 25. Section 657.20 is amended by—
  - A. In paragraph (a), adding the word “institutional” before the word “application”; and

B. Revising paragraph (b) to read as follows:

**SEC. 657.20 HOW DOES THE SECRETARY EVALUATE AN INSTITUTIONAL APPLICATION FOR AN ALLOCATION OF FELLOWSHIPS?**

\*\*\*\*\*

(b) The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

26. Section 657.21 is amended by—

A. Removing all of the parentheticals that end in “points”;

B. Adding introductory text to read as follows:

Sec. 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?

The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the criteria in this section.

\*\*\*\*\*

**PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM**

27. The authority citation for part 658 continues to read as follows:

Authority: 20 U.S.C. 1124, unless otherwise noted.

28. Section 658.30 is revised to read as follows:

Sec. 658.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application from an institution of higher education or a combination of such institutions on the basis of the criteria in Sec. Sec. 658.31 and 658.32. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) The Secretary evaluates an application from an agency or organization or professional or scholarly association on the basis of the criteria in Sec. Sec. 658.31 and 658.33. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

**(AUTHORITY: 20 U.S.C. 1124)**

29. Section 658.31 is amended by—

A. Removing the parentheticals “(10)” and “(5)” each time they appear; and

B. Revising the introductory text to read as follows:

**SEC. 658.31 WHAT SELECTION CRITERIA DOES THE SECRETARY USE?**

**THE SECRETARY EVALUATES AN APPLICATION FOR A PROJECT UNDER THIS PROGRAM ON THE BASIS OF THE CRITERIA IN THIS SECTION.**

\*\*\*\*\*

30. Section 658.32 is amended by—

A. Removing the parentheticals “(15)” and “(10)” each time they appear; and

B. Revising the introductory text to read as follows:

**SEC. 658.32 WHAT ADDITIONAL CRITERIA DOES THE SECRETARY APPLY TO INSTITUTIONAL APPLICATIONS?**

**IN ADDITION TO THE CRITERIA REFERRED TO IN SEC. 658.31, THE SECRETARY EVALUATES AN APPLICATION SUBMITTED BY AN INSTITUTION OF HIGHER EDUCATION OR A COMBINATION OF SUCH INSTITUTIONS ON THE BASIS OF THE CRITERIA IN THIS SECTION.**

\*\*\*\*\*

31. Section 658.33 is amended by—

A. In paragraph (a), removing the parenthetical “(30)”;

B. Revising the introductory text to read as follows:

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

In addition to the criteria referred to in Sec. 658.31, the Secretary evaluates an application submitted by an organization or association on the basis of the criterion in this section.

\*\*\*\*\*

**PART 660--THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM**

32. The authority citation for part 660 continues to read as follows:

Authority: 20 U.S.C. 1125, unless otherwise noted.

33. Section 660.30 is revised to read as follows:

Sec. 660.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a research project, a study, or a survey on the basis of the criteria in Sec. Sec. 660.31 and 660.32. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(b) The Secretary evaluates an application for the development of specialized instructional materials on the basis of the criteria in Sec. Sec. 660.31 and 660.33. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

**(AUTHORITY: 20 U.S.C. 1125)**

34. Section 660.31 is amended by—

A. Removing all of the parentheticals that end in “points”;

B. Revising the introductory text to read as follows:

Sec. 660.31 What selection criteria does the Secretary use for all applications for a grant?

The Secretary evaluates an application for a project under this program on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\*\*\*\*\*

35. Section 660.32 is amended by—

A. Removing all of the parentheticals that end in “points”;

B. Revising the introductory text to read as follows:

Sec. 660.32 What additional selection criteria does the Secretary use for an application for a research project, a survey, or a study?

In addition to the criteria referred to in Sec. 660.31, the Secretary evaluates an application for a research project, study, or survey on the basis of the criteria in this section.

\* \* \* \* \*

36. Section 660.33 is amended by—
- A. Removing all of the parentheticals that end in “points”); and
  - B. Revising the introductory text to read as follows:  
Sec. 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?  
In addition to the criteria referred to in Sec. 660.31, the Secretary evaluates an application to develop specialized instructional materials on the basis of the criteria in this section.

\* \* \* \* \*

#### **PART 661--BUSINESS AND INTERNATIONAL EDUCATION PROGRAM**

37. The authority citation for part 661 continues to read as follows:  
Authority: 20 U.S.C. 1130-1130b, unless otherwise noted.
38. Section 661.30 is revised to read as follows:  
Sec. 661.30 How does the Secretary evaluate an application?  
The Secretary evaluates an application for a grant under this program on the basis of the criteria in Sec. 661.31. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.  
(Authority: 20 U.S.C. 1130a)
39. Section 661.31 is amended by—
- A. Removing all of the parentheticals that end in “points”);
  - B. In paragraph (e), adding the punctuation “.” after the word “resources”; and
  - C. Revising the introductory text to read as follows:  
Sec. 661.31 What selection criteria does the Secretary use?  
The Secretary evaluates an application for a grant under this program on the basis of the criteria in this section.

\* \* \* \* \*

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

40. The authority citation for part 662 continues to read as follows:  
Authority: Section 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.
41. Section 662.21 is amended by—
- A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear;
  - B. In paragraph (c)(2), removing the word “a”; and
  - C. Revising paragraph (a) to read as follows:  
Sec. 662.21 What criteria does the Secretary use to evaluate an application for a fellowship?  
(a) General. The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\* \* \* \* \*

#### **PART 663--FULBRIGHT-HAYS FACULTY RESEARCH ABROAD FELLOWSHIP PROGRAM**

42. The authority citation for part 663 continues to read as follows:  
Authority: Sec. 102(b)(6) of the Mutual Educational and Cultural Exchange Act of 1961 (Fulbright-Hays Act), 22 U.S.C. 2452(b)(6), unless otherwise noted.
43. Section 663.21 is amended by—
- A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear; and
  - B. Revising paragraph (a) to read as follows:  
**SEC. 663.21 WHAT CRITERIA DOES THE SECRETARY USE TO EVALUATE AN APPLICATION FOR A FELLOWSHIP?**  
(a) General. The Secretary evaluates an application for a fellowship on the basis of the criteria in this section. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

\* \* \* \* \*

#### **PART 664--FULBRIGHT-HAYS GROUP PROJECTS ABROAD FELLOWSHIP PROGRAM**

44. The authority citation for part 664 continues to read as follows:  
Authority: 22 U.S.C. 2452(b)(6), unless otherwise noted.
45. Section 664.30 is amended by—
- A. Revising paragraph (a);
  - B. Removing paragraph (b); and
  - C. Redesignating paragraphs (c) and (d) as paragraphs (b) and (c), respectively.  
The revision reads as follows:

#### **SEC. 664.30 HOW DOES THE SECRETARY EVALUATE AN APPLICATION?**

- (a) The Secretary evaluates an application for a Group Project  
**ABROAD ON THE BASIS OF THE CRITERIA IN SEC. 664.31. THE SECRETARY INFORMS APPLICANTS OF THE MAXIMUM POSSIBLE SCORE FOR EACH CRITERION IN THE APPLICATION PACKAGE OR IN A NOTICE PUBLISHED IN THE FEDERAL REGISTER.**

\* \* \* \* \*

46. Section 664.31 is amended by—
- A. Removing all of the parentheticals that end in “points).” and removing the parenthetical that ends in “points)”); and
  - B. Revising the introductory text to read as follows:

#### **SEC. 664.31 WHAT SELECTION CRITERIA DOES THE SECRETARY USE?**

**THE SECRETARY USES THE CRITERIA IN THIS SECTION TO EVALUATE APPLICATIONS FOR THE PURPOSE OF RECOMMENDING TO THE J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD GROUP PROJECTS ABROAD FOR FUNDING UNDER THIS PART.**

\* \* \* \* \*

#### **PART 669--LANGUAGE RESOURCE CENTERS PROGRAM**

47. The authority citation for part 669 continues to read as follows:  
Authority: 20 U.S.C. 1123, unless otherwise noted.
48. Section 669.20 is revised to read as follows:  
Sec. 669.20 How does the Secretary evaluate an application?  
The Secretary evaluates an application for an award on the basis of the criteria contained in Sec. Sec. 669.21 and 669.22. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.  
(Authority: 20 U.S.C. 1123)
49. Section 669.21 is amended by—
- A. Removing all of the parentheticals that end in “points”;
  - B. In paragraph (c), removing the symbol “Sec. “; and
  - C. Revising the introductory text to read as follows:  
Sec. 669.21 What selection criteria does the Secretary use?  
The Secretary evaluates an application on the basis of the criteria in this section.

\* \* \* \* \*

**[FR Doc. 05-5547 FILED 3-18-05; 8:45 AM]**  
**BILLING CODE 4000-01-P**

**PART 662—FULBRIGHT-HAYS DOCTORAL  
DISSERTATION RESEARCH  
ABROAD FELLOWSHIP PROGRAM  
Subpart A—General**

Sec.

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

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

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

662.4 What is the amount of a fellowship?

662.5 What is the duration of a fellowship?

662.6 What regulations apply to this program?

662.7 What definitions apply to this program?

**Subpart B—Applications**

662.10 How does an individual apply for a fellowship?

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

**Subpart C—Selection of Fellows**

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

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

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

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

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

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

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

662.42 How may a fellowship be revoked?

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

SOURCE: 63 FR 46361, unless otherwise noted.

**Subpart A—General**

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

(a) The Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program is designed to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for scholars

to conduct research abroad.

(b) Under the program, the Secretary awards fellowships, through institutions of higher education, to doctoral candidates who propose to conduct dissertation research abroad in modern foreign languages and area studies. (Authority: 22 U.S.C. 2452(b)(6))

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) The Secretary pays—

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

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

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

(4) Health and accident insurance premiums.

(b) In addition, the Secretary may pay—

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

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

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

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

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

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

(b) A fellowship may not be renewed.

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

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

The following regulations apply to this program:

(a) The regulations in this part 662; and

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

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

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

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

Applicant

Application

Award

EDGAR

Fiscal year

Grant

Secretary

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

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

*Area studies* means a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

*Binational commission* means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international

organization, to carry out functions in connection with the program covered by this part.

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

(1) The recipient's spouse.

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

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

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

#### **Subpart B—Applications**

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

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

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

(1) Is eligible to receive a fellowship under § 662.3; and

(2) Should be selected to receive a fellowship under subparts C and D of this part.

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

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

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

(a) Making fellowship application materials available to its students;

(b) Accepting and screening applications in accordance with its own technical and academic criteria; and

(c) Forwarding screened applications to the Secretary and requesting an institutional grant.

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

#### **Subpart C—Selection of Fellows**

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

(a) The Secretary considers applications

for fellowships under this program that have been screened and submitted by eligible institutions. The Secretary evaluates these applications on the basis of the criteria in § 662.21.

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

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

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

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

(f) The Secretary presents recommendations for recipients of fellowships to the J. William Fulbright Foreign Scholarship Board, which reviews the recommendations and approves recipients. (Authority: 22 U.S.C. 2452(b)(6), 2456)

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

(a) *General.* (1) The Secretary uses the criteria in this section to evaluate an application for a fellowship.

(2) The maximum score for all of the criteria is 100 points. However, if priority criteria described in paragraph

(c) of this section are used, the maximum score is 110 points.

(3) The maximum score for each criterion is shown in parentheses with the criterion.

(b) *Quality of proposed project.* (60 points) The Secretary reviews each application to determine the quality of

the research project proposed by the applicant. The Secretary considers—

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

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

in terms of the concerns of the discipline;

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

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

(5) The applicant's plans to share the results of the research in progress and a copy of the dissertation with scholars and officials of the host country or countries; and

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

(c) *Qualifications of the applicant.* (40 points) The Secretary reviews each application to determine the qualifications of the applicant. The Secretary considers—

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

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

(3) The applicant's proficiency in one or more of the languages (other than English and the applicant's native language) of the country or countries of

research, and the specific measures to be taken to overcome any anticipated language barriers; (15) and

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

(d) *Priorities.* (10 points) (1) The Secretary determines the extent to which the application responds to any priority that the Secretary establishes for the selection of fellows in any fiscal year. The Secretary announces any priorities in an application notice published in the FEDERAL REGISTER.

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

priority for—

- (i) A specific geographic area or country, such as the Caribbean or Poland;
- (ii) An academic discipline, such as economics or political science;
- (iii) A language, such as Tajik or Indonesian; or
- (iv) A topic, such as public health issues or the environment.

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

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

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

- (a) The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in § 662.20(e) from binational commissions or United States diplomatic missions.
- (b) No applicant for a fellowship may be awarded more than one graduate fellowship under the Fulbright-Hays Act from appropriations for a given fiscal year.

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

**Subpart D—Post-award**

**Requirements for Institutions**

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

- (a) An institution to which the Secretary awards a grant under this part is responsible for administering the grant in accordance with the regulations described in § 662.6.
- (b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in § 662.11.

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

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

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

**Subpart E—Post-award**

**Requirements for Fellows**

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

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

- (a) Maintain satisfactory progress in the conduct of his or her research;
- (b) Devote full time to research on the approved topic;
- (c) Not engage in unauthorized income-producing activities during the period of the fellowship; and
- (d) Remain a student in good standing with the grantee institution during the period of the fellowship.

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

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

- (a) The fellowship may be revoked only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.
  - (b) The Secretary may recommend a revocation of a fellowship on the basis of—
    - (1) The fellow's failure to meet any of the conditions in § 662.41; or
    - (2) Any violation of the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.
- (Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)



According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 35 hours for the student respondent and 40 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: DDRA Program, IEP/S/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1900 K Street, N.W. 6<sup>th</sup> Floor) Washington, DC 20202-4651.

## Guidelines for Applicant Institutions

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

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

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

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

## Responsibilities of the Institution's Project Director

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

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

Closing Date Notice for new awards and contained in the transmittal instructions on pages A27 – A 29.

- d) Collecting student transcripts and mailing them to US/ED postmarked no later than the Closing Date. Please mail student transcripts to DDRA Program, U.S. Department of Education, 1990 K St., NW, 6<sup>th</sup> floor, Washington, DC 20006-8521.
- e) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Award Notification between the U.S. Department of Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made between April and June.
- f) Administering the grant and disbursing funds.

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

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

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

**Item 1.** Select *Application*.

**Item 2.** Select *New*.

**Items 3 - 7.** Enter *N/A*.

**Item 8.** **A.** Enter the legal name of the institution of higher education.

**B.** Enter the tax identification number as assigned by the Internal Revenue

Service.

**C.** Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com>

**D.** Enter the address of the institution of higher education.

**E.** Enter the organizational unit that will undertake the funding activity

**F.** Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. Enter the title, organizational affiliation, telephone and fax numbers and e-mail address of the Project Director.

**Item 9.** Select *H – Public/State Controlled IHE* or *O – Private IHE*.

**Item 10.** Enter *US Department of Education*.

**Item 11.** Enter *84.022A, Fulbright-Hays Doctoral Dissertation Research Abroad Program*.

**Item 12.** Enter *ED-GRANTS-090507-001*

**Item 13.** Enter *N/A*.

**Item 14.** Enter *N/A*.

**Item 15.** Enter *Fulbright-Hays Doctoral Dissertation Research Abroad Program*.

**Item 16.** a) enter the congressional district for the applicant institution; b) enter *N/A*.

**Item 17.** **A.** Enter 07/01/07.

**B.** Enter 12/31/08.

**Item 18.** Enter the total amount requested (the sum of all the student applicants' requests).

**Item 19.** Check *C. Program is not covered by E.O. 12372*.

**Item 20.** Self-explanatory.

**Item 21.** Self-explanatory – to be completed by institution's Authorized Representative.

**Item 22.** This item will populate automatically when student applicants submit their applications in e-Application. To view a student's application, click on that student's name.

***The Following Forms can be Found in the Standard Instructions and Forms Section:***

***ED Supplemental Information for SF 424***

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

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

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

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

***Disclosure of Lobbying Activities (SF-LLL)***

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

A complete institutional application to the Doctoral Dissertation Research Abroad Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements*; and *Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the U.S. Department of Education via e-Application, in accordance with the guidelines published in the Closing Date Notice. University Project Directors must mail transcripts separately to: DDRA Program, U.S. Department of Education, 1990 K St., N.W., 6<sup>th</sup> floor, Washington, DC 20006-8521. Transcripts must be postmarked by the deadline date. **Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.**

## Frequently Asked Questions for Project Directors

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

A. The registration process for the Project Director involves two (2) steps. The Project Director must first request access to the DDRA Project Director screens from the US/ED program officer. The Project Director must submit the following information to the program officer by the date specified in the published Closing Date Notice: name, institution, and e-mail address. Once the US/ED program officer informs the Project Director that access has been granted, the Project Director can register in the e-Application system. Obtaining access to the system and registering in the e-Application system are 2 separate steps.

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

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

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

A. After the Project Director hits the submit button, the entire application (both the student and institutional components) is sent electronically to US/ED. The Project Director will receive a confirmation e-mail that states: "Your application for Fulbright Hays Doctoral Dissertation Research Abroad Program, CFDA 84.022A, was received on XX (the date) at XX (the time submitted) Washington, D.C., time. This message will include the application's identifier number (P022A0800XX).

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

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

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

A. The Project Director is able to review only applications that have been submitted to him/her by individual student applicants enrolled at his/her institution. The Project Director should consult "Item 22" on Application for Federal Assistance (SF 424) to see which students have submitted applications. To review an individual application, the Project Director should click on the student's name. This will link the Project Director to that individual's application. After the review of all individual applications has been completed, the Project Director indicates his/her approval of each application by clicking the acceptance box next to each name. Only Project Director-approved applications are included in the institutional submission to US/ED.

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

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

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

A. If the Project Director has program specific questions, the Project Director should contact Ms. Amy Wilson at (202) 502-7689; or via email at amy.Wilson@ed.gov.

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

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

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

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

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

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

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

A. The Project Director is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. Within three days after submitting the electronic application, the Project Director MUST fax a signed copy of SF 424 to the Application Control Center, after obtaining the institution's Authorizing Representative's signature. We ask that Project Directors please place the application's identifier number (P022A0800XX) in the upper right hand corner of the hard copy signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

**Q. What other materials is the Project Director responsible for transmitting?**

A. Students are responsible for obtaining an official copy of their graduate transcripts, and submitting this to the Project Director. The Project Director must collect transcripts from all of their institution's student applicants, and mail them to DDRA Program, U.S. Department of Education, 1990 K St., NW, 6<sup>th</sup> floor, Washington, DC 20006-8521, postmarked by the Closing Date.

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

A. The review process for DDRA Program applications is lengthy and multi-faceted, so announcement times may vary. Candidate status is announced usually in April. It is the

responsibility of the institution to inform students of their status. US/ED does not inform students directly. Awards are issued between May and September.

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

A. If an institution receives a grant, the Project Director will receive a handbook with instructions on how to administer the grant.

## Institutional DDRA Project Directors

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

American University  
Catherine Kirby  
ckirby@american.edu

Arizona State University  
Janet Burke  
jmburke@asu.edu

Arburn University  
Lisa Powell  
powelli@auburn.edu

Ball State University  
James Coffin  
jcoffin@bsu.edu

Boston University  
J. Scott Whitaker  
scott@bu.edu

Brandeis University  
Milton Kornfeld  
kornfeld@brandeis.edu

Brigham Young University  
Gary Hooper  
Gary\_Hooper@byu.edu

Brown University  
William Heindel  
William\_Heindel@brown.edu

California Institute of Integral Studies  
Lee Lo  
llo@cwnet.com

Case Western Reserve  
Denise Douglas  
Denise.douglas@case.edu

Catholic University  
John Convey  
convey@cua.edu

City University of New York  
Matt Schoengood  
Mschoengood@gc.cuny.edu

Clark University  
Nancy Budwig  
Nbudwig@clarku.edu

College of William and Mary  
Lisa Grimes  
lmgrim@wm.edu

Columbia University  
Janet Moy  
Moy@columbia.edu

Cornell University  
Gilbert Levine  
fulbright@is.cornell.edu

Duke University  
Rob Sikorski  
r.sikorski@duke.edu

Emory University  
Virginia Shadron  
Virginia.shadron@emory.edu

Florida State University  
Jamie Purcell  
jpurcell@mailier.fsu.edu

Georgetown University  
Gerald Mara  
marag@georgetown.edu

George Washington University  
Geri Rypkema  
rypikema@gwu.edu

Graduate Theological Union  
Maureen Maloney  
maloney@gtu.edu

Harvard University  
Cynthia Verba  
cverba@fas.harvard.edu

Howard University  
Anita Nahal  
anahal@Howard.edu

Indiana University  
Patrick O'Meara  
omeara@indiana.edu

Johns Hopkins University  
Grace Bigelow  
graceb@jhu.edu

Kent State University  
Carol Toncar  
carolt@rags.kent.edu

Louisiana State University  
Stephen Lucas  
slucas@lsu.edu

Massachusetts Institute of Technology  
Kimberly Benard  
benard@mit.edu

Michigan State University  
Frank D'Itri  
ditri@msu.edu

New School University  
Robert Kostrzewa  
kostrzer@newschool.edu

New York University  
Kathleen Talvacchia  
Kathleen.talvacchia@nyu.edu

Northwestern University  
Elizabeth Pardoe  
e-pardoe@northwestern.edu

Ohio State University  
Joanna Kukielka-Blaser  
Kukielka-blaser.1@osu.edu

Ohio University  
Shane Gilkey  
gilkeys@ohio.edu

Pennsylvania State University  
Darrin Thornton  
Dht2@psu.edu

Portland State University  
Barbara Sestak  
sestakb@pdx.edu

Princeton Theological Seminary  
James Armstrong  
james.armstrong@ptsem.edu

Princeton University  
David N. Redman  
dnredman@princeton.edu

Rice University  
Kellie Butler  
Ksbutler@rice.edu

Rutgers University  
Harvey Waterman  
waterman@rci.Rutgers.edu

Southern Illinois University  
Prudence Rice  
orda@siu.edu

Southern Methodist University  
Mike Adler  
madler@smu.edu

Stanford University  
John Pearson  
john.pearson@stanford.edu

SUNY Albany  
James Pasquill  
Jpasquill@uamail.albany.edu

SUNY Binghamton  
Stephen Gilje  
aochiai@binghamton.edu

SUNY Buffalo  
Mark Ashwill  
ashwill@buffalo.edu

SUNY, Stony Brook  
William Arens  
warens@notes.cc.sunysb.edu

Syracuse University  
Trish Lowney  
Plowney@syr.edu

Temple University  
Aquiles Iglesias  
iglesias@temple.edu

Texas Christian University  
Don Coerver  
d.coerver@tcu.edu

Texas Technological University  
Jane Bell  
Jane.bell@ttu.edu



Tufts University  
Kate Nash  
Kate.nash@tufts.edu

Tulane University  
Richard Watts  
Rwatts1@tulane.edu

University of Arizona  
Georgia Ehlers  
gehlers@grad.arizona.edu

University of Arkansas  
John Stokes  
rsspinfo@uark.edu

University of California, Berkeley  
Maria Loza  
marial@calmail.berkeley.edu

University of California, Davis  
Deborah McCook  
dlmccook@ucdavis.edu

University of California, Irvine  
Lisa Gauf  
lgauf@uci.edu

University of California, Los Angeles  
John Richardson  
jrichardson@gdnet.ucla.edu

University of California, Riverside  
Dallas Rabenstein  
graddean@ucr.edu

University of California, San Diego  
Shannon Chamberlain  
sfchamberlain@ucsd.edu

University of California, San Francisco  
Debra Moore  
debra.moore@ucsf.edu

University of California, Santa Barbara  
Mary McMahon  
mcmahon@graddiv.ucsb.edu

University of California, Santa Cruz  
Suzanne Zeigler  
szeigler@ucsc.edu

University of Chicago  
Madeline Hamblin  
Mw-hamblin@uchicago.edu

University of Colorado  
Joan Eaton  
Joan.eaton@colorado.edu

University of Connecticut  
Elizabeth Mahan  
Elizabeth.Mahan@uconn.edu

University of Denver  
Crystal Streit  
cstreit@du.edu

University of Florida  
Brian Prindle  
ufproposals@rgp.ufl.edu

University of Georgia  
Craig Edelbrock  
sponprog@ovpr.uga.edu

University of Hawaii  
Peter V. Garrod  
garrod@hawaii.edu

University of Illinois  
Deborah Richie  
d-richie@uiuc.edu

University of Illinois at Chicago  
Lisa Knepshield  
lisaknep@uic.edu

Univeristy of Iowa  
Sandra Barkan  
nih@uiowa.edu

University of Kansas  
Hodgie Bricke  
hbricke@ku.edu

University of Kentucky  
David Bettez  
dbettez@pop.uky.edu

University of Maryland  
Alexandra McKeown  
ora@umd.edu

University of Massachusetts – Amherst  
Joshua Kroner  
kroner@regs.umass.edu

University of Memphis  
Peggy Vanco  
pvanco@memphis.edu

University of Michigan  
Mark Tessler  
iiUSEDHFHprojectdirector@umich.edu

University of Minnesota  
Sue Marhsall  
Marsh068@umn.edu

University of Missouri  
Suzanne Ortega  
Ortegas@missouri.edu

University of New Mexico  
Amy Wohlert  
awohlert@unm.edu

University of North Carolina  
Niklaus Steiner  
nsteiner@e-mail.unc.edu

University of Notre Dame  
Terri Hall  
Hall.74@nd.edu

University of Oklahoma  
Amelia Adams  
amadams@ou.edu

University of Oregon  
Kathy Poole  
kpoole@uoregon.edu

University of Pennsylvania  
Tracey Turner  
tturner@sas.upenn.edu

University of Pittsburgh  
Lawrence Feick  
feick@pitt.edu

University of South California  
Steven Etheredge  
steven@gwm.sc.edu

University of Southern California  
Kathleen Speer  
kspeer@usc.edu

University of Tennessee  
James Gelhar

gelhar@utk.edu

University of Texas, Austin  
Mary Alice Davila  
madavila@mail.utexas.edu

University of Virginia  
Aaron Mills  
amills@virginia.edu

University of Washington  
Jean Whitcomb  
whitcomb@cedar.grad.washington.edu

University of Wisconsin, Madison  
Erin Crowley  
fellow@intl-institute.wisc.edu

University of Wisconsin, Milwaukee  
Terence Miller  
tmiller@uwm.edu

Utah State University  
Nick Eastmond  
Nick.eastmond@usu.edu

Vanderbilt University  
Steven Smartt  
Sponsored\_research@vanderbilt.edu

Virginia Polytechnic Institute  
S.K. DeDatta  
dedatta@vt.edu

Washington University  
Priscilla Stone  
pstone@artsci.wustl.edu

Wesleyan University  
Paula Lawson  
plawson@wesleyan.edu

Western Michigan State University  
Wil Emmert  
Wil.emmert@wmich.edu

Yale University  
Edward Barnaby  
Edward.barnaby@yale.ed

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average 35 hours for the student respondent and 40 hours for the project director per response, including time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimates or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: DDRA Program, IEPS/OPE, U.S. Department of Education, 400 Maryland Avenue, S.W., (1990 K Street, N.W. 6<sup>th</sup> Floor) Washington, DC 20202-4651.

## Guidelines for Students

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

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

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

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

A student should:

- Read the entire application package carefully.
- Contact his/her university's Project Director as soon as possible, to inform him/her that he/she will be submitting an application.
- Register in the e-Application system as a student, and construct his/her application.
- Be sure to initiate the e-mails to his/her references as early as possible, to avoid last minute delays.
- Submit his/her completed application via the e-Application system well in advance of the Closing Date. (It is a good idea for a student to contact the Project Director and let him/her know when the student has submitted his/her application)
- Confer with the Project Director before the Closing Date to ensure that all portions of the application were submitted successfully, and no changes need to be made.
- Prepare the required narratives if the project involves Human Subjects Research and/or requires IRB approval, and submit these narratives to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the Instructions for ED Supplemental Information for SF 424 on page B9 of this application booklet.

- Obtain an official copy of his/her graduate transcripts and deliver it to the Project Director before the Closing Date.

### **Program Objective**

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

For the purpose of these programs, area studies is defined as a program of comprehensive study of the aspects of a society or societies, including the study of their geography, history, culture, economy, politics, international relations, and languages.

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

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

### **Eligibility Requirements**

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

1. (a) Be a citizen of the United States; or  
(b) Be a permanent resident of the United States;
  2. Be a graduate student in good standing at an eligible institution of higher education and who, when the fellowship period begins, has been admitted to candidacy in a doctoral degree program in modern foreign languages and area studies at that institution;
  3. Plan a teaching career in the United States upon graduation; and
- Possess adequate skills in the foreign language(s) necessary to carry out the dissertation research project.

Note: Students may not accept certain grants in the same fiscal year that they receive a US/ED Fulbright-Hays grant. If a student accepts both a US/ED Fulbright-Hays grant and another grant, it may be necessary for the student to choose which grant to accept, or to negotiate a cost-sharing arrangement, so that funding is not duplicated. Student applicants who have received support for more than 6 months under the DDRA Program are not eligible to re-apply.

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

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

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

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

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

**Item 8:** Indicate all countries in which you plan to conduct research with Fulbright-Hays Doctoral Dissertation Research Abroad support.

**Item 9:** Indicate all the foreign languages to be used in your research during the fellowship period and obtain a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. **DO NOT LIST ENGLISH.**

**Item 10:** Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as July 1 for students, provided: a US/ED Grant Award Notification has been executed; travel has been approved; the appropriate research clearances and research visas have

been secured by the individual scholar; and, if requested, human subjects research clearance has been obtained. All research and travel must be completed by December 31 of the year following the year in which the grant is made.

Graduate students may receive fellowships for a period of 6 to 12 months for full time doctoral dissertation research abroad. Fellowships are not renewable.

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

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

**Item 12:** Self-explanatory

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

**Item 14:** Self-explanatory

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

**Item 16:** Self-explanatory

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

**Item 18:** Self-explanatory

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

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

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

**Item 23:** Indicate current applications for other fellowships. (Note: please see **Important Note Regarding Host Country Research Clearances** on Page 54)

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

**Item 25a:** List, starting with the airport closest to your address, all points of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Johannesburg, SA - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries for which a maintenance allowance is requested.

All international travel estimates should be based on commercial high season rates for jet economy travel on U.S. flag carriers. If approved in advance, international travel by automobile, train, or ship may be authorized in certain cases. The cost of travel by surface carrier may not exceed the cost of jet economy travel via the most direct route for the itinerary listed in the Grant Award Notification. Travel by sea also must be on a U.S. flag carrier.

You will not be authorized to travel on grant funds until you have secured the appropriate "research" visas, research permission, and, if necessary, the appropriate affiliation with a host country institution. All travel paid for with grant funds must be in accordance with the **Fly America Act** (International Air Transportation Fair Competitive Practices Act of 1974, PL 93-624, PL 96-192). This means that travel must be on American carriers wherever available, regardless of cost. In cases of "code-share" tickets between an American and an overseas carrier, the name and flight number of the American carrier, rather than those of the overseas carrier, must be displayed on the airline tickets. Travel must be approved by the Education Program Staff, US/ED before a fellow departs. No support for dependents' travel is provided.

**Item 25b:** Enter the maintenance stipend for all countries of research utilizing the information provided in the link to **Fulbright-Hays Maintenance Allowances**. Allowances from other than personal sources (e.g. fellowships) which duplicate benefits received under this program will be deducted from the

fellowship. Adjustments will also be made in cases where other organizations assume all or part of a fellow's maintenance costs.

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

- a. spouse of program participant; or
- b. children unmarried and under 21 years of age.

Note: Dependents must accompany the researcher for the entire research period in order to be eligible for an allowance.

Enter the dependents' allowance by referring to the **Fulbright-Hays Maintenance Allowances**.

**Item 25d:** Compute and justify in detail your needs for this allowance that may include expenses such as books, copying, tapes, film, travel within host countries, affiliation fees, etc.

This allowance does not cover any visa fees, expenses of passports including photographs, equipment costs (laptops, digital cameras, recorders, etc.), research or transcription assistants, language tutoring, tuition or fees that might be required by the American grantee institution, or medical expenses such as malaria pills or vaccinations.

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

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

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

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

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

**Item 29:** The application narrative must be uploaded as an attachment into the e-Application system.

**Please note the page limitations specified in the Closing Date Notice.**

You should develop your application narrative taking into account the evaluation criteria provided in the sample Technical Review Form. Please note that in addition to language and area studies scholars, non-specialists are included in the evaluation process and that host country officials will review your application and ultimately decide whether research permission is granted, you may also wish to consider the following factors when developing your narrative:

- a. Host country political sensitivities and interests
- b. Feasibility of research
- c. Safety and security concerns
- d. The use of English that can readily be understood by well-educated non-specialists.

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

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

The language reference form, which is required for this program, should be completed by a specialist in the language. Student applicants must initiate an e-mail to their referring specialists via the e-Application system. Upon receipt of this e-mail, the reference will be able to access the e-Application system and complete the reference form. When the reference submits the form, it will automatically become part of the student's application, so that it is submitted to US/ED when the Project Director transmits the entire

application package. All completed reference forms must be submitted to the Project Director for transmittal to US/ED via e-Application. Do not submit your references directly to US/ED, as they will not be accepted or included with your application.

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

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

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

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

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

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

- Fulbright-Hays DDRA Application Form
- Curriculum vita
- Application narrative (attachment)
- One Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referring specialist via e-Application
- Three Fulbright-Hays Graduate Student Reference Forms submitted by your referring specialists via e-Application
- Graduate Transcripts submitted to your Project Director
- Any letters of affiliation you wish to include. Note: Letters of Affiliation must be uploaded to e-Application. **LETTERS OF AFFILIATION MAY NOT BE MAILED.**

A complete institutional application to the DDRA Program is the sum of all completed student applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs (SF 424B)*; *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Disclosure of Lobbying Activities* (if applicable). University Project Directors must submit the application to the US/ED via e-Application, in accordance with the guidelines published in the Closing Date Notice. University Project Directors must mail transcripts separately to: DDRA Program, U.S. Department of Education, 1990 K St., NW, 6<sup>th</sup> floor, Washington, DC 20006-8521. Transcripts must be postmarked by the deadline date. **Failure to meet the deadline published in the Federal Register will mean rejection of the application without consideration. There is no appeal of this requirement.**

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

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

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

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



## Frequently Asked Questions for Student Applicants

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Q: What must a student do aside from completing and submitting his/her part of the application via e-Application?**

A: Students are responsible for obtaining an official copy of their graduate transcripts, and submitting these to the Project Director in time for the Project Director to transmit them to US/ED by the Closing Date.

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

A: Yes, a student may propose research in multiple countries.

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

A: Yes.

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

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

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

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

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

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

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

A: The student should call IEPS at (202) 502-7700. We will gladly assist students in finding qualified evaluators. An application will be significantly less competitive if a language reference form is not included.

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

A: Yes, these letters are helpful to the panel in evaluating an application. Students must scan or upload the letters into the e-Application system as "Host Country Supporting Materials" and submit them electronically as attachments with their applications. Letters or references sent in the mail will not be included with the student's application.

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

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

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

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

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

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

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

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

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

A: If the student has programmatic questions, he/she should contact Ms. Sara Starke at (202) 502-7688; or via email at sara.starke@ed.gov.

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

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

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

A: A fellowship may be activated after a Grant Award Notification (GAN) has been issued, host country visa and research requirements have been met; human subject research clearance, if required, has been given by the student's institution; and travel approval has been obtained by the Project Director from US/ED. The GAN will specify the performance and budget periods. All research must be completed during these periods.

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

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

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

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

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

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

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

A: Yes. However we will only respond to written requests addressed to: DDRA Program Staff, IEPS, US/ED, 1990 K Street, N.W., Washington, DC 20006-8521, or email ddra@ed.gov.

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

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

18.	Name(s) of Accompanying Dependent(s)	Relationship	Age

19.	Previous Overseas Travel

20.	Grant Refunds Due	<input type="checkbox"/> Yes <input type="checkbox"/> No	21.	Default on Loans	<input type="checkbox"/> Yes <input type="checkbox"/> No
-----	-------------------	---	-----	------------------	---

22.	Previously Awarded Fellowships				
<input type="checkbox"/> Group Projects Abroad (GPA)		<input type="checkbox"/> Title VI FLAS			
<input type="checkbox"/> Jacob Javits		<input type="checkbox"/> State Dept. / IIE Fulbright			
<input type="checkbox"/> Other (please specify) _____					

23.	Current Application for Other Fellowships				
<input type="checkbox"/> Group Projects Abroad (GPA)		<input type="checkbox"/> Social Science Research Council (SSRC)			
<input type="checkbox"/> Int'l Research and Exchanges Board (IREX)		<input type="checkbox"/> Title VI FLAS			
<input type="checkbox"/> Jacob Javits		<input type="checkbox"/> State Dept. / IIE Fulbright			
<input type="checkbox"/> NSEP / Academy for Educational Development		<input type="checkbox"/> Other (please specify) _____			

24.	Certification		
<i>The candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.</i>			
Name of Physician or Certified Nurse Practitioner		Address	Telephone No.

**For Official US/ED Use Only - do not write in the section below**

--

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

**28. Curriculum Vita**

**29. Project Description**

(Application Narrative May Not Exceed the Page Limit as Described in the Closing Date Notice.)

**Bibliography**

**Host Country Supporting Materials**

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

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

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

**Speaking and Listening (check one)**

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

**Reading (check one)**

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

**Writing (check one)**

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

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

Name	Position or Title	University
Signature	Date	



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

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

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

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

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

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

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

Name	Position or Title	University
Signature	Date	

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

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

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

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

**READER  
TOTAL**

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

**QUALIFICATIONS OF APPLICANT (Maximum of 40 points)**

**COMPETITIVE PRIORITY (5 points)**

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

**DO NOT USE DECIMAL POINTS**

**III. OVERALL COMMENTS**

**IV. SIGNATURE OF REVIEWER**

**DATE**

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

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

**RATING SCALE**

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

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

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

*YOUR COMMENT:*

(10)

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

*YOUR COMMENT:*

(10)

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

*YOUR COMMENT:*

(10)

**TECHNICAL REVIEW - DOCTORAL DISSERTATION RESEARCH ABROAD**

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

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

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

*YOUR COMMENT:*

(10)

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

*YOUR COMMENT:*

(10)

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

*YOUR COMMENT:*

(10)

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

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

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

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

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

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

(10)

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

(10)

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

(15)

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

(5)

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

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

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

### VII. COMPETITIVE PRIORITY (5 points)

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

A research project that utilizes one or more of the following critical languages: Arabic, Chinese, Japanese, Korean, Russian, as well as Indic, Iranian, and Turkic language families.

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

*YOUR COMMENT:*

(5)

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

**Fulbright-Hays Maintenance Allowances  
Section D**

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

<b>LOCALITY</b>	<b>MONTHLY STIPEND</b>	<b>FIRST DEPENDENT</b>	<b>ADD'L DEPENDENT(S)</b>
<b>AFGHANISTAN</b>			
Kabul	225	90	45
Other	135	54	27
<b>ALBANIA</b>			
Tirana	2187	875	437
Other	954	382	191
<b>ALGERIA</b>			
Algiers	2529	1012	506
Other	2295	918	459
<b>ANDORRA</b>			
Andorra	2034	814	407
<b>ANGOLA</b>	3546	1418	709
<b>ANTIGUA AND BARBUDA</b>			
Antigua and Barbuda	2057	823	411
Other	545	218	109
<b>ARGENTINA</b>			
Buenos Aires	1980	792	396
Other	1512	605	302
<b>ARMENIA</b>	2052	821	410
<b>ASCENSION ISLAND</b>	378	151	76
<b>AUSTRALIA</b>			
Adelaide	2556	1022	511
Brisbane	2745	1098	549
Cairns	2448	979	490
Canberra	2556	1022	511
Darwin Northern Territories	2196	878	439
Fremantle	2088	835	418
Hobart	2331	932	466
Melbourne	2736	1094	547
Perth	2484	994	497
Sydney	2988	1195	598
Other	1935	774	387
<b>AUSTRIA</b>			
Graz	2691	1076	538
Linz	2763	1105	553
Salzburg	2826	1130	565
Vienna	2691	1076	538
Other	2700	1080	540
<b>AZERBAIJAN</b>	2844	1138	569
<b>BAHAMAS, THE</b>			
Andros Island	1926	770	385
Andros Island (AUTEC)	225	90	45
Eleuthera Island	2043	817	409
Grand Bahama Island	2264	905	453
Nassau	3780	1512	756
Other	1926	770	385
<b>BAHRAIN</b>	2772	1109	554
<b>BANGLADESH</b>			
Dhaka	1908	763	382
Other	468	187	94
<b>BARBADOS</b>	3051	1220	610
<b>BELARUS</b>	1818	727	364
<b>BELGIUM</b>			

Antwerp	3132	1253	626
Brugge	2322	929	464
Brussels	3276	1310	655
Diegem	3276	1310	655
Gosselies	2052	821	410
Liege	2295	918	459
Mons	2052	821	410
SHAPE/Chievres	2052	821	410
Zaventem	3276	1310	655
Other	1611	644	322
BELIZE	1647	659	329
BENIN			
Cotonou	1557	623	311
Other	783	313	157
BERMUDA	4487	1795	897
BHUTAN	864	346	173
BOLIVIA			
Cochabamba	882	353	176
La Paz	981	392	196
Santa Cruz	1143	457	229
Other	747	299	149
BOSNIA-HERZEGOVINA	1728	691	346
BOTSWANA			
Francistown	1485	594	297
Gaborone	1539	616	308
Kasane	1593	637	319
Selebi Phikwe	1206	482	241
Other	1584	634	317
BRAZIL			
Angra dos Reis	1503	601	301
Belem	1557	623	311
Belo Horizonte	1584	634	317
Brasilia	2097	839	419
Campinas	1224	490	245
Campo Grande	765	306	153
Fortaleza	1944	778	389
Foz do Iguacu	2142	857	428
Goiania	1584	634	317
Joao Pessoa	1368	547	274
Manaus	1665	666	333
Natal	1269	508	254
Porto Alegre	1539	616	308
Recife, Pernambuco	2178	871	436
Rio de Janeiro	2052	821	410
Salvador da Bahia	1656	662	331
Sao Paulo	2259	904	452
Other	1512	605	302
BRITISH WEST INDIES			
Anguilla	2133	853	427
Cayman Islands	2412	965	482
Virgin Islands, Br	1440	576	288
Other	1278	511	256
BRUNEI			
Bandar Seri Begawan	2376	950	475
Other	1107	443	221
BULGARIA			
Bourgas	783	313	157
Plovdiv	882	353	176
Ruse	963	385	193
Sofia	2169	868	434
Varna	1395	558	279
Other	864	346	173
BURKINA			
Ouagadougou	1971	788	394



Other	1287	515	257
<b>BURMA</b>			
Naypyitaw	1161	464	232
Rangoon	1206	482	241
Other	972	389	194
<b>BURUNDI</b>	2043	817	409
<b>CAMBODIA</b>			
Phnom Penh	1458	583	292
Siem Riep	2165	866	433
Sihanoukville	927	371	185
Other	765	306	153
<b>CAMEROON</b>			
Douala	2547	1019	509
Yaounde	2520	1008	504
Other	1071	428	214
<b>CANADA</b>			
Banff	1751	700	350
Calgary	3645	1458	729
Dartmouth	2709	1084	542
Edmonton	1620	648	324
Fredericton	1953	781	391
Gander, Newfoundland	1323	529	265
Halifax	2709	1084	542
Mississauga	1791	716	358
Moncton	2304	922	461
Montreal	2871	1148	574
Northwest Territories	1899	760	380
Ottawa	2511	1004	502
Prince Edward Is.	2511	1004	502
Quebec (Que)	3708	1483	742
Richmond (BC)	2552	1021	510
Saint John's (Nfld)	2439	976	488
Sidney	2628	1051	526
Toronto(Ont)	2988	1195	598
Vancouver (BC)	2759	1103	552
Victoria (BC)	2628	1051	526
Winnipeg	2097	839	419
Other	2376	950	475
<b>CAPE VERDE</b>			
Boa Vista Island	1350	540	270
Praia	1809	724	362
Sal Island	1845	738	369
Sao Tiago Island	1809	724	362
Sao Vicente Island	1665	666	333
Other	1350	540	270
<b>CENTRAL AFRICAN REPUBLIC</b>	1809	724	362
<b>CHAD</b>			
Ndjamena	2421	968	484
Other	648	259	130
<b>CHAGOS ARCHIPELAGO</b>	558	223	112
<b>CHILE</b>	1935	774	387
<b>CHINA</b>			
Beijing	2876	1150	575
Changchun	1575	630	315
Chengdu	1710	684	342
Chongqing	1638	655	328
Dalian	1791	716	358
Fuzhou	1305	522	261
Guangzhou	2196	878	439
Guilin	1899	760	380
Hangzhou	2403	961	481
Harbin	1494	598	299
Kunming	1719	688	344
Lhasa	1710	684	342

Lijiang	1719	688	344
Nanjing	1602	641	320
Qingdao	1764	706	353
Sanya	1980	792	396
Shanghai	3240	1296	648
Shantou	1251	500	250
Shenyang	1611	644	322
Shenzhen	2403	961	481
Suzhou	1926	770	385
Tianjin	1584	634	317
Xiamen	1269	508	254
Xian	1071	428	214
Other	1305	522	261
COCOS (KEELING) IS.	972	389	194
COLOMBIA			
Barranquilla	1764	706	353
Bogota	2034	814	407
Buenaventura	1368	547	274
Cali	1674	670	335
Cartagena	2628	1051	526
Medellin	1440	576	288
San Andres	1548	619	310
Santa Marta	1350	540	270
Other	1350	540	270
COMOROS			
Moroni	1980	792	396
Other	1539	616	308
CONGO	871	436	
Bukavu	1215	486	243
Goma	1206	482	241
Kinshasa	3168	1267	634
Lubumbashi	1476	590	295
Mbuji Mayi, Kasai	1611	644	322
Other	1251	500	250
COOK ISLANDS	1512	605	302
COSTA RICA	1764	706	353
COTE D'IVOIRE			
Abidjan	2385	954	477
Yamoussoukro	2079	832	416
Other	927	371	185
CROATIA			
Dubrovnik	2786	1114	557
Cavtat	2786	1114	557
Zagreb	2232	893	446
Other	2232	893	446
CUBA			
Guantanamo Bay	702	281	140
Havana	1593	637	319
Other	1125	450	225
CYPRUS			
Akrotiri	2889	1156	578
Limassol	2889	1156	578
Nicosia	2970	1188	594
Other	1926	770	385
CZECH REPUBLIC			
Prague	2880	1152	576
Brno	1944	778	389
Other	1467	587	293
DENMARK			
Aalborg	3006	1202	601
Copenhagen	3375	1350	675
Odense	2853	1141	571
Other	2880	1152	576

DJIBOUTI	2574	1030	515
DOMINICA	1638	655	328
DOMINICAN REPUBLIC			
La Romana	2403	961	481
Puerto Plata	1422	569	284
Santo Domingo	2070	828	414
Sosua	1422	569	284
Other	1710	684	342
EAST TIMOR	1881	752	376
EASTER ISLAND	1332	533	266
ECUADOR			
Cuenca	1089	436	218
Guayaquil	1917	767	383
Manta	1260	504	252
Quito	2205	882	441
Other	1089	436	218
EGYPT			
Alexandria	2178	871	436
Aswan	1494	598	299
Bir Taba	1188	475	238
Cairo	2052	821	410
El Arish	1287	515	257
Hurghada	1251	500	250
Luxor	1881	752	376
MFO Bases	36	14	7
Marsa Matrouh	1053	421	211
Port Said	1476	590	295
Sharm el Sheikh	2268	907	454
Sidi Abdel Rahman	1152	461	230
St. Catherine	1395	558	279
Other	1197	479	239
EL SALVADOR			
San Salvador	2007	803	401
Other	819	328	164
EQUATORIAL GUINEA	3528	1411	706
ERITREA			
Asmara	2061	824	412
Other	729	292	146
ESTONIA			
Tallinn	2277	911	455
Other	1494	598	299
ETHIOPIA			
Addis Ababa	2250	900	450
Other	639	256	128
FALKLAND ISLANDS	2331	932	466
FAROE ISLANDS	1674	670	335
FIJI			
Korolevu	1674	670	335
Nadi	2394	958	479
Sigatoka	2583	1033	517
Other	1899	760	380
FINLAND			
Helsinki	2961	1184	592
Other	2790	1116	558
FRANCE			
Bordeaux	2313	925	463
Clermont-Ferrand	2565	1026	513
Istres	1836	734	367
Le Havre	2151	860	430
Lille	2457	983	491
Lyon	2538	1015	508
Marseille	2781	1112	556
Montpellier	1872	749	374
Nice	3726	1490	745

Paris	4077	1631	815
Rennes	2016	806	403
Strasbourg	3150	1260	630
Toulouse	3123	1249	625
Other	2151	860	430
FRENCH GUIANA	2799	1120	560
FRENCH POLYNESIA	3123	1249	625
GABON			
Libreville	2529	1012	506
Other	1692	677	338
GAMBIA, THE			
Banjul	1764	706	353
Other	603	241	121
GEORGIA			
Tbilisi	2700	1080	540
Adjara Region	1467	587	293
Other	1341	536	268
GERMANY			
Aachen	2664	1066	533
Bad Honnef	2601	1040	520
Berlin	3744	1498	749
Boeblingen	2772	1109	554
Bonames	3474	1390	695
Bonn	2601	1040	520
Chemnitz	1836	734	367
Cologne	3222	1289	644
Dresden	2925	1170	585
Duesseldorf	3447	1379	689
Echterdingen	2772	1109	554
Eschborn	3474	1390	695
Esslingen	2772	1109	554
Frankfurt am Main	3474	1390	695
Garmisch-Partenkirchen	2007	803	401
Hamburg	3231	1292	646
Hannover	2709	1084	542
Herongen	3447	1379	689
Hoechst	3474	1390	695
Kalkar	3447	1379	689
Koenigswinter	2601	1040	520
Kornwestheim	2772	1109	554
Leipzig	2700	1080	540
Ludwigsburg	2772	1109	554
Mainz	2988	1195	598
Moenchen-Gladbach	3447	1379	689
Munich	3321	1328	664
Nellingen	2772	1109	554
Niederbachem	2601	1040	520
Oberammergau	2007	803	401
Offenbach	3474	1390	695
Rhoendorf	2601	1040	520
Roedelheim	3474	1390	695
Sindelfingen	2772	1109	554
Stuttgart	2772	1109	554
Tuebingen	2772	1109	554
Twisteden	3447	1379	689
Wahn	2601	1040	520
Weimar	2700	1080	540
Wiesbaden	2754	1102	551
Other	2610	1044	522
GHANA			
Accra	1971	788	394
Other	1188	475	238
GIBRALTAR	1791	716	358
GREECE			

Argyroupolis	2889	1156	578
Athens	2925	1170	585
Iraklion	1305	522	261
Mt. Hortiatis	2889	1156	578
Perivolaki	2889	1156	578
Rhodes (Island of)	1386	554	277
Tanagra	873	349	175
Thessaloniki	2889	1156	578
Other	1278	511	256
GREENLAND			
Illulissat	3231	1292	646
Kangerlussuaq	2907	1163	581
Nuuk	3726	1490	745
Thule	603	241	121
Other	2970	1188	594
GRENADA	2363	945	473
GUADELOUPE			
Saint Martin (French Part)	1886	754	377
Other	1413	565	283
GUATEMALA			
Guatemala City	2043	817	409
Other	1638	655	328
GUINEA			
Conakry	1593	637	319
Other	945	378	189
GUINEA-BISSAU			
Bissau	1953	781	391
Other	783	313	157
GUYANA	1890	756	378
HAITI			
Petionville	2115	846	423
Port-au-Prince	2115	846	423
Other	1161	464	232
HOLY SEE, THE	4761	1904	952
HONDURAS			
Bay Islands	1548	619	310
La Ceiba	1323	529	265
San Pedro Sula	1467	587	293
Tegucigalpa	1557	623	311
Tela	1125	450	225
Other	1044	418	209
HONG KONG	3996	1598	799
HUNGARY			
Budapest	2106	842	421
Other	1197	479	239
ICELAND			
Keflavik-Grindavik	3258	1303	652
Reykjavik	3924	1570	785
Other	2016	806	403
INDIA			
Agra	1818	727	364
Bangalore	4266	1706	853
Calcutta	2412	965	482
Chennai	2997	1199	599
Hyderabad	3483	1393	697
Mumbai	3474	1390	695
New Delhi	4374	1750	875
Trivandraum	2142	857	428
Other	1944	778	389
INDONESIA			
Bali	2106	842	421
Bandung	1197	479	239
Batam	1170	468	234
Jakarta	2097	839	419

Jayapura	1503	601	301
Medan	1260	504	252
Surabaya	1539	616	308
Timika, Irian Jaya	2898	1159	580
Yogyakarta	1296	518	259
Other	1017	407	203
IRAN	1395	558	279
IRAQ			
Baghdad	99	40	20
Other	90	36	18
IRELAND			
Cork	2916	1166	583
Dublin	4059	1624	812
Galway	3033	1213	607
Other	2700	1080	540
ISRAEL			
Eilat	3177	1271	635
En Boqeq	2232	893	446
Haifa	2331	932	466
Sedom	2232	893	446
Tel Aviv	3141	1256	628
Tiberias	2466	986	493
Other	2340	936	468
ITALY			
Bari	2835	1134	567
Bologna	4284	1714	857
Catania	2781	1112	556
Ferrara	2952	1181	590
Florence	4356	1742	871
Gaeta	2043	817	409
Genoa	3717	1487	743
La Spezia	2655	1062	531
Milan	4374	1750	875
Modena	2826	1130	565
Naples	3528	1411	706
Palermo	2700	1080	540
Pisa	2421	968	484
Ravenna	2646	1058	529
Reggio Emilia	2997	1199	599
Rimini	1782	713	356
Rome	4761	1904	952
Siena	4068	1627	814
Taormina	2781	1112	556
Trieste	3132	1253	626
Turin	4140	1656	828
Venice	4914	1966	983
Verona	2916	1166	583
Vicenza	1431	572	286
Other	1989	796	398
JAMAICA	2349	940	470
JAPAN			
Akashi	2826	1130	565
Akita	1728	691	346
Amagasaki	2826	1130	565
Aomori	1656	662	331
Asahikawa	1575	630	315
Ashiya	2592	1037	518
Awashima	4095	1638	819
Beppu	2367	947	473
Chitose	1566	626	313
Fukui	1314	526	263
Fukuoka	2187	875	437
Fukuyama	1377	551	275
Gifu	2376	950	475

Hamamatsu	1971	788	394
Hiroshima	1962	785	392
Itazuke	2187	875	437
Izumisano	2331	932	466
Kagoshima	2025	810	405
Kanazawa	1611	644	322
Kitakyushu	2313	925	463
Kochi	1701	680	340
Komaki	1989	796	398
Kumamoto	2448	979	490
Kurashiki	3186	1274	637
Kure	1917	767	383
Kushiro	1386	554	277
Kyoto	3033	1213	607
Matsue	1350	540	270
Matsuyama	1971	788	394
Miyazaki	3168	1267	634
Morioka	1620	648	324
Nagasaki	2880	1152	576
Nagoya	2565	1026	513
Nara	1692	677	338
Narita	2277	911	455
Niigata	1476	590	295
Nishinomiya	2592	1037	518
Obihiro	1368	547	274
Oita	1800	720	360
Okayama	2232	893	446
Okinawa Prefecture	2444	977	489
Osaka-Kobe	2826	1130	565
Otsu	2079	832	416
Oyama	1458	583	292
Sapporo	2322	929	464
Sasebo	1332	533	266
Sendai	2259	904	452
Shiga	2079	832	416
Takamatsu	1638	655	328
Takayama	2088	835	418
Tokushima	1620	648	324
Tokyo City	3150	1260	630
Tokyo-To	2124	850	425
Tottori	1737	695	347
Toyama	1980	792	396
Toyonaka	2295	918	459
Tsu	2007	803	401
Wakayama	2097	839	419
Yamato	1800	720	360
Yokohama	2061	824	412
Yokota	1305	522	261
Yufuin	2151	860	430
Other	1773	709	355
JERUSALEM	3357	1343	671
JORDAN			
Amman	2079	832	416
Dead Sea/Jordan Valley	2156	862	431
Other	1755	702	351
KAZAKHSTAN			
Almaty	2763	1105	553
Astana	2412	965	482
Other	1935	774	387
KENYA			
Lamu	2061	824	412
Malindi	2160	864	432
Mombasa	2052	821	410
Mt. Kenya Area	2084	833	417

Nairobi	2412	965	482
Nanyuki	657	263	131
Other	1107	443	221
KIRIBATI			
Christmas Island	1044	418	209
Other	1188	475	238
KOREA			
Changwon	2133	853	427
Cheju	3222	1289	644
Chinju	1710	684	342
Chongju	1575	630	315
Chonju	2178	871	436
Chung Ju	1737	695	347
Kimhae	1476	590	295
Kwangju	2457	983	491
Kyongju	2430	972	486
Masan	1521	608	304
Pusan	3384	1354	677
Pyongtaek	1413	565	283
Seoul	3069	1228	614
Sokcho	2286	914	457
Taegu	2178	871	436
Taejon	2151	860	430
Uijongbu	1395	558	279
Ulsan	2529	1012	506
Other	1395	558	279
KOREA, DEM PEOPLE'S REP OF	2439	976	488
KUWAIT	3564	1426	713
KYRGYZSTAN			
Bihkek	2142	857	428
Other	450	180	90
LAOS			
Luang Prabang	1476	590	295
Vientiane	1305	522	261
Other	927	371	185
LATVIA	2313	925	463
LEBANON	1818	727	364
LESOTHO			
Maseru	1431	572	286
Other	684	274	137
LIBERIA			
Monrovia	2268	907	454
Other	1044	418	209
LIBYA			
Benghazi	1764	706	353
Misurata	1764	706	353
Sirte	1764	706	353
Tripoli	3096	1238	619
Other	1440	576	288
LIECHTENSTEIN	3105	1242	621
LITHUANIA	1845	738	369
LUXEMBOURG	2997	1199	599
MACAU	3303	1321	661
MACEDONIA	2070	828	414
MADAGASCAR			
Antananarivo	1962	785	392
Nosy Be	1494	598	299
Other	855	342	171
MALAWI			
Blantyre	1674	670	335
Lilongwe	1683	673	337
Mangochi	2016	806	403
Other	1386	554	277
MALAYSIA			



Kuala Lumpur	1512	605	302
Other	1377	551	275
MALDIVES	2372	949	474
MALI			
Bamako	1809	724	362
Other	1161	464	232
MALTA	1836	734	367
MARSHALL ISLANDS			
Kwajalein Atoll	1017	407	203
Likiep Atoll	1017	407	203
Majuro	1620	648	324
Other	747	299	149
MARTINIQUE	1908	763	382
MAURITANIA			
Nouakchott	1917	767	383
Nouadhibou	1143	457	229
Other	792	317	158
MAURITIUS	2088	835	418
MEXICO			
Acapulco	2358	943	472
Cabo San Lucas	2664	1066	533
Campeche	1116	446	223
Cancun	2646	1058	529
Chihuahua	2376	950	475
Ciudad Juarez	1440	576	288
Ciudad Victoria	1359	544	272
Colima	1035	414	207
Cozumel	2070	828	414
Cuernavaca	1899	760	380
Culiacan	1143	457	229
Ensenada	1890	756	378
Guadalajara	2088	835	418
Hermosillo	1566	626	313
Huatulco	1935	774	387
Ixtapa Zihuatanejo	1683	673	337
La Paz	1701	680	340
Manzanillo	1404	562	281
Matamoros	1359	544	272
Mazatlan	1674	670	335
Merida	1584	634	317
Mexicali	1998	799	400
Mexico City	2700	1080	540
Monterrey	2169	868	434
Morelia	1548	619	310
Nogales	1737	695	347
Nuevo Laredo	1440	576	288
Puebla	1782	713	356
Puerto Penasco	1845	738	369
Puerto Vallarta	1845	738	369
Queretaro	1548	619	310
San Carlos	1458	583	292
San Jose Del Cabo	2205	882	441
San Miguel de Allende	1611	644	322
Tapachula	1359	544	272
Tijuana	1683	673	337
Veracruz	1719	688	344
Zacatecas	1773	709	355
Other	1503	601	301
MICRONESIA, FED. STATES OF			
Chuuk	1683	673	337
Yap	2547	1019	509
Other	1503	601	301
MOLDOVA	1638	655	328
MONACO	2466	986	493

MONGOLIA			
Ulaanbaatar	1494	598	299
Other	918	367	184
MOROCCO			
Agadir	2295	918	459
Casablanca	2736	1094	547
Fes	3060	1224	612
Marrakech	2988	1195	598
Rabat	2196	878	439
Tangier	2565	1026	513
Taroudant	2313	925	463
Other	2133	853	427
MOZAMBIQUE	2016	806	403
NAMIBIA			
Etosha	1593	637	319
Swakopmund	1377	551	275
Windhoek	1521	608	304
Other	1593	637	319
NAURU	945	378	189
NEPAL			
Kathmandu	1413	565	283
Pokhara	1413	565	283
Other	828	331	166
NETHERLANDS			
Amsterdam	3303	1321	661
Eindhoven	4005	1602	801
Hague, The	3033	1213	607
Lisse	3267	1307	653
Maastricht	3735	1494	747
Noordwijk	3195	1278	639
Papendrecht	3330	1332	666
Rotterdam	3330	1332	666
Schiphol	3213	1285	643
Utrecht	3276	1310	655
Ypenburg	3033	1213	607
Other	2817	1127	563
NETHERLANDS ANTILLES			
Aruba	3546	1418	709
Bonaire	1931	772	386
Curacao	2412	965	482
Saba	2241	896	448
Sint Maarten	2664	1066	533
Other	1931	772	386
NEW CALEDONIA	1800	720	360
NEW ZEALAND			
Auckland	2520	1008	504
Christchurch	2205	882	441
Queenstown	2196	878	439
Rotarua	2151	860	430
Wellington	2709	1084	542
Other	1818	727	364
NICARAGUA			
Managua	1854	742	371
Other	900	360	180
NIGER			
Niamey	1701	680	340
Other	810	324	162
NIGERIA			
Abuja	2781	1112	556
Bauchi	2493	997	499
Calabar	2079	832	416
Ibadan	1422	569	284
Kaduna	1872	749	374
Kano	2997	1199	599

Lagos	3222	1289	644
Maiduguri	1422	569	284
Sokoto	1521	608	304
Yengoa	2034	814	407
Warri	2115	846	423
Other	1683	673	337
NIUE	1215	486	243
NORWAY			
Stavanger	2880	1152	576
Other	2988	1195	598
OMAN			
Muscat	2781	1112	556
Other	2354	941	471
PAKISTAN			
Faisalabad	1611	644	322
Islamabad	2601	1040	520
Karachi	2448	979	490
Lahore	2205	882	441
Peshawar	1809	724	362
Other	1773	709	355
PALAU	2214	886	443
PANAMA			
Colon	2286	914	457
Panama City	2286	914	457
Other	657	263	131
PAPUA NEW GUINEA			
Port Moresby	2475	990	495
Other	1953	781	391
PARAGUAY			
Asuncion	1584	634	317
Ciudad del Este	1098	439	220
Encarnacion	423	169	85
Other	513	205	103
PERU			
Cuzco	1836	734	367
Lima	2142	857	428
Paracas	1422	569	284
Other	1215	486	243
PHILIPPINES			
Cebu	1638	655	328
Davao City	1368	547	274
Manila	2115	846	423
Other	1692	677	338
POLAND			
Gdansk	2232	893	446
Katowice	2367	947	473
Krakow	2250	900	450
Poznan	2160	864	432
Szczecin	1368	547	274
Warsaw	2745	1098	549
Wroclaw	2160	864	432
Zakopne	2187	875	437
Other	1368	547	274
PORTUGAL			
Cascais	2133	853	427
Estoril	2133	853	427
Faial Island	1818	727	364
Lisbon	2385	954	477
Madeira Islands	1809	724	362
Oeiras	2133	853	427
Oporto	1652	661	330
Ponta Delgada	2313	925	463
Sao Miguel Island	2313	925	463
Other	1737	695	347

QATAR	3033	1213	607
REUNION	1989	796	398
ROMANIA			
Bucharest	2925	1170	585
Constanta	1701	680	340
Other	1368	547	274
RUSSIA			
Moscow	4329	1732	866
St. Petersburg	3834	1534	767
Vladivostok	2475	990	495
Yuzhno-Sakhalinsk	3330	1332	666
Other	2403	961	481
RWANDA			
Gisenyi	1764	706	353
Kigali	2250	900	450
Other	1044	418	209
SAINT HELENA	765	306	153
SAINT KITTS AND NEVIS	2282	913	456
SAINT LUCIA	2322	929	464
SAINT VINCENT AND THE GRENADINES	1841	736	368
SAMOA	2115	846	423
SAN MARINO	2268	907	454
SAO TOME AND PRINCIPE			
Principe	2736	1094	547
Sao Tome	2358	943	472
SAUDI ARABIA			
Dhahran Area	2331	932	466
Riyadh	2682	1073	536
Taif	1890	756	378
Medina	2016	806	403
Other	2115	846	423
SENEGAL			
Dakar	2349	940	470
Other	1080	432	216
SERBIA AND MONTENEGRO			
Belgrade	3060	1224	612
Podgorcia	2835	1134	567
Pristina	1575	630	315
Other	1575	630	315
SEYCHELLES	2727	1091	545
SIERRA LEONE			
Freetown	1818	727	364
Other	855	342	171
SINGAPORE	3510	1404	702
SLOVAKIA			
Bratislava	2997	1199	599
Other	1413	565	283
SLOVENIA			
Portoroz	2637	1055	527
Other	2475	990	495
SOLOMON ISLANDS	1485	594	297
SOMALIA			
Mogadishu	1872	749	374
Other	810	324	162
SOUTH AFRICA			
Cape Town	3105	1242	621
Durban	2025	810	405
Johannesburg	2070	828	414
Pretoria	1890	756	378
Skukuza	1737	695	347
Stellenbosch	1539	616	308
Sun City	3537	1415	707
Other	1080	432	216

SPAIN			
Almeria	2835	1134	567
Balearic Islands	2979	1192	596
Barcelona	3663	1465	733
Bilbao	2466	986	493
Fuengirola	2538	1015	508
La Coruna	2493	997	499
Las Palmas de Gran Canaria	2952	1181	590
Madrid	3636	1454	727
Malaga	2556	1022	511
Marbella	2556	1022	511
Oviedo	2214	886	443
San Sebastian	2367	947	473
Santa Cruz de Tenerife	2259	904	452
Santander	2673	1069	535
Santiago de Compostela	2790	1116	558
Seville	2646	1058	529
Valencia	2376	950	475
Vigo	2403	961	481
Other	2295	918	459
SRI LANKA			
Ahungalla	1512	605	302
Bentota	1314	526	263
Colombo	1737	695	347
Galle	1764	706	353
Other	1143	457	229
SUDAN			
Khartoum	2592	1037	518
Other	1962	785	392
SURINAME			
	1683	673	337
SWAZILAND			
Mbabane	2259	904	452
Other	1071	428	214
SWEDEN			
	3735	1494	747
SWITZERLAND			
Basel	2997	1199	599
Bern	3105	1242	621
Davos	3087	1235	617
Geneva	3492	1397	698
Klosters	3222	1289	644
Lugano	3402	1361	680
Montreux	2970	1188	594
Zurich	2790	1116	558
Other	2790	1116	558
SYRIA			
	1800	720	360
TAIWAN			
Kaohsiung	1836	734	367
Taichung	1530	612	306
Taipei	2592	1037	518
Other	1548	619	310
TAJIKISTAN			
	1071	428	214
TANZANIA			
Dar es Salaam	2430	972	486
Zanzibar	2457	983	491
Other	1683	673	337
THAILAND			
Bangkok	1962	785	392
Chiang Mai	1908	763	382
Chiang Rai	1170	468	234
Hat Yai	1170	468	234
Hua Hin	1998	799	400
Pattaya City	1737	695	347
Phuket	2466	986	493
Samui Island	2088	835	418

Other	954	382	191
TOGO			
Lama Kara	801	320	160
Lome	2088	835	418
Other	576	230	115
TOKELAU ISLANDS	342	137	68
TONGA	1458	583	292
TRINIDAD AND TOBAGO			
Tobago	3717	1487	743
Other	2259	904	452
TUNISIA			
Carthage	1908	763	382
Gammarth	1908	763	382
Lamarsa	1908	763	382
Tunis	1908	763	382
Other	1071	428	214
TURKEY			
Adana-Incirlik	1980	792	396
Ankara	2763	1105	553
Antalya	2547	1019	509
Aydin	2376	950	475
Bursa	2340	936	468
Elmadag	2763	1105	553
Istanbul	2709	1084	542
Izmir-Cigli	2340	936	468
Manzarali	2763	1105	553
Nevsehir	2097	839	419
Yamanlar	2340	936	468
Other	1818	727	364
TURKMENISTAN	972	389	194
TURKS AND CAICOS ISLANDS	2106	842	421
TUVALU	873	349	175
UGANDA			
Entebbe	1476	590	295
Kampala	2565	1026	513
Other	954	382	191
UKRAINE			
Kiev	2664	1066	533
Other	1593	637	319
UNITED ARAB EMIRATES			
Dubai	2867	1147	573
Other	3042	1217	608
UNITED KINGDOM			
Belfast	4149	1660	830
Birmingham	3258	1303	652
Bristol	3969	1588	794
Cardiff, Wales	3510	1404	702
Caversham	3564	1426	713
Crawley	4662	1865	932
Edinburgh	3384	1354	677
Gatwick	3384	1354	677
Glasgow	3465	1386	693
Harrogate	2592	1037	518
High Wycombe	3402	1361	680
Horley	4662	1865	932
Liverpool	3186	1274	637
London	4662	1865	932
Manchester	3672	1469	734
Menwith Hill	2592	1037	518
Oxford	3096	1238	619
Reading	3564	1426	713
Other	2844	1138	569
URUGUAY			
Montevideo	1539	616	308

Punta del Este	3227	1291	645
Other	1278	511	256
UZBEKISTAN	1485	594	297
VANUATU			
Port Vila	2655	1062	531
Santos	1044	418	209
Tanna Island	999	400	200
Other	297	119	59
VENEZUELA			
Barquisimeto	2466	986	493
Caracas	2475	990	495
Maracaibo	2079	832	416
Porlamar	1773	709	355
Puerto La Cruz	1521	608	304
Puerto Ordaz	1899	760	380
Punto Fijo	972	389	194
Valencia	1872	749	374
Other	1161	464	232
VIETNAM			
Dalat	2196	878	439
Danang	1665	666	333
Hanoi	2061	824	412
Ho Chi Minh City	2340	936	468
Other	1566	626	313
WALLIS AND FUTUNA	1233	493	247
YEMEN			
Aden	1998	799	400
Sanaa	2178	871	436
Other	1557	623	311
ZAMBIA			
Chingola	1998	799	400
Kitwe	1377	551	275
Livingstone	2376	950	475
Lower Zambezi	1719	688	344
Lusaka	1980	792	396
Mfuwe	1188	475	238
Ndola	1674	670	335
Siavonga	459	184	92
Other	1008	403	202
ZIMBABWE			
Bulawayo	1908	763	382
Harare	2475	990	495
Victoria Falls	3699	1480	740
Other	1593	637	319
OTHER FOREIGN LOCALITIES	450	180	90

## **STANDARD INSTRUCTIONS AND FORMS**

### **INSTRUCTIONS FOR TRANSMITTING APPLICATIONS**

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Attention Electronic Applicants: Please note that you must adhere to the Application Procedures as described in the Closing Date Notice published in the *Federal Register*. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions in the *Federal Register* notice.

#### **Applications Submitted Electronically**

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

Project Directors must submit the grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, DC time) on the application deadline date. The regular hours of operation of the e-Grants website are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday (Washington, DC time). Please note that the system is unavailable on Sundays, and after 7:00 p.m. on Wednesday for maintenance (Washington, DC time). Any modifications to these hours are posted on the e-Grants Web site.

Upon successful submission of the institution's application through the Internet via the e-Grants Web site, project directors will receive an automatic e-mail acknowledgment when the U.S. Department of Education receives your application.

**For technical assistance with e-Application, please contact the e-Grants Help Desk at 1-888-336-8930.**

ATTENTION: For additional information on e-Grants, including the requirements for requesting a waiver, please consult the Closing Date Notice published in the Federal Register, which is included in this application package.

#### **Applications Sent by Mail**

You must mail the original and two copies of the application on or before the deadline date to.

**(Optional)** – To help expedite our review of your application, we would appreciate your voluntarily including an additional two copies of your application.



**U.S. Department of Education  
Application Control Center  
Attention: CFDA# 84.022A  
400 Maryland Avenue, SW  
Washington, DC 20202 - 4260**

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

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.

If you mail an 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 Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

#### **Applications Delivered by Commercial Carrier:**

**Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; or U. S. Postal Service Express Mail) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under “Applications Sent by Mail,” then follow the mailing instructions under the appropriate delivery method.**

Applications that are delivered by commercial carrier, such as Federal Express, United Parcel Service, etc. should be mailed to the:

**U.S. Department of Education  
Application Control Center – Stop 4260  
Attention: CFDA# 84.022A  
7100 Old Landover Road  
Landover, MD 20785-1506**

#### **Applications Delivered by Hand**

You or your courier must hand deliver the original and number of copies requested of the application by 4:30 p.m. (Washington, DC time) on or before the deadline date.

**(Optional)** – To help expedite our review of your application, we would appreciate your voluntarily including an additional two copies of your application. Please hand deliver copies to:

**U.S. Department of Education  
Application Control Center**

**Attention: CFDA# 84.022A**  
**550 12<sup>th</sup> Street, SW**  
**PCP - Room 7041**  
**Washington, DC 20202 – 4260**

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

**10/04**

**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:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name:

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

\*c. Organizational DUNS:

**d. Address:**

- \*Street 1: \_\_\_\_\_
- Street 2: \_\_\_\_\_
- \*City: \_\_\_\_\_
- County: \_\_\_\_\_
- \*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:**

**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:**

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:** \*a. Applicant: \_\_\_\_\_

\*b. Program/Project: \_\_\_\_\_

**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 \_\_\_\_\_

**\*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**  
02

Version

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0043), Washington, DC 20503.

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

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications 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 items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	<b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	<b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <ul style="list-style-type: none"> <li>A. Increase Award      B. Decrease Award</li> <li>C. Increase Duration    D. Decrease Duration</li> <li>E. Other (specify)</li> </ul> </li> </ul>	12.	<b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	<b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	<b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	<b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.	15.	<b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	<b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.	16.	<b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 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 5 <sup>th</sup> district, CA-012 for California 12 <sup>th</sup> district, NC-103 for North Carolina's 103 <sup>rd</sup> district. <ul style="list-style-type: none"> <li>• 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.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5a.	<b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.		
5b.	<b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	<b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.		
7.	<b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	<b>Applicant Information:</b> Enter the following in accordance with agency instructions: <p>a. <b>Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the <a href="http://Grants.gov">Grants.gov</a> website.</p> <p>b. <b>Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p> <p>c. <b>Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the <a href="http://Grants.gov">Grants.gov</a> website.</p> <p>d. <b>Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. <b>Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</p>	17.	<b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.
		18.	<b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
		19.	<b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the

	<p>assistance activity, if applicable.</p> <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>	<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>																								
		<p>20. <b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>																								
<p>9.</p>	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="162 430 844 993"> <tr> <td data-bbox="162 430 503 462">A. State Government</td> <td data-bbox="503 430 844 462">M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="162 462 503 493">B. County Government</td> <td data-bbox="503 462 844 493">N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="162 493 503 525">C. City or Township Government</td> <td data-bbox="503 493 844 525">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="162 525 503 556">D. Special District Government</td> <td data-bbox="503 525 844 556">P. Individual</td> </tr> <tr> <td data-bbox="162 556 503 588">E. Regional Organization</td> <td data-bbox="503 556 844 588">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="162 588 503 619">F. U.S. Territory or Possession</td> <td data-bbox="503 588 844 619">R. Small Business</td> </tr> <tr> <td data-bbox="162 619 503 651">G. Independent School District</td> <td data-bbox="503 619 844 651">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="162 651 503 682">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="503 651 844 682">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="162 682 503 714">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="503 682 844 714">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="162 714 503 745">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="503 714 844 745">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="162 745 503 777">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="503 745 844 777">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="162 777 503 808">L. Public/Indian Housing Authority</td> <td data-bbox="503 777 844 808">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)	<p>21. <b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>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.)</p>
A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)																									
B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)																									
C. City or Township Government	O. Private Institution of Higher Education																									
D. Special District Government	P. Individual																									
E. Regional Organization	Q. For-Profit Organization (Other than Small Business)																									
F. U.S. Territory or Possession	R. Small Business																									
G. Independent School District	S. Hispanic-serving Institution																									
H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)																									
I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)																									
J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions																									
K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity																									
L. Public/Indian Housing Authority	X. Other (specify)																									



SUPPLEMENTAL INFORMATION  
REQUIRED FOR  
DEPARTMENT OF EDUCATION

1. Project Director:

**PREFIX:**      **\*FIRST NAME:**      **MIDDLE NAME:**      **\*LAST NAME:**      **SUFFIX:**  
                       

**ADDRESS:**

**\* STREET1:**

**STREET2:**

**\* CITY:**

**COUNTY:**

**\* STATE**     **\* ZIP CODE**     **\* COUNTRY:**

**\* PHONE NUMBER (GIVE AREA CODE)**      **FAX NUMBER (GIVE AREA CODE)**  
     

**EMAIL ADDRESS:**

2. APPLICANT EXPERIENCE:

**NOVICE APPLICANT**     **YES**     **NO**     **NOT APPLICABLE TO THIS PROGRAM**

3. HUMAN SUBJECTS RESEARCH:

**ARE ANY RESEARCH ACTIVITIES INVOLVING HUMAN SUBJECTS PLANNED AT ANY TIME DURING THE PROPOSED PROJECT PERIOD?**

**YES**       **NO**

**ARE ALL THE RESEARCH ACTIVITIES PROPOSED DESIGNATED TO BE EXEMPT FROM THE REGULATIONS?**

**YES**      **PROVIDE EXEMPTION(S) #:**

**NO**      **PROVIDE ASSURANCE #, IF AVAILABLE:**

PLEASE ATTACH AN EXPLANATION NARRATIVE:

Add Attachment

Delete Attachment

View Attachment

**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 12<sup>TH</sup> STREET, S.W. ROOM 7076, WASHINGTON, D.C. 20202-4260.

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

## Definitions:

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

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

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

## 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).

## ITEM 22

<u>Names of Individual Applicants</u>	<u>Disciplines</u>	<u>Country(ies) of Research</u>	<u>Human Subjects Activity (Y/N)</u>	<u>Amount Requested</u>
---------------------------------------	--------------------	---------------------------------	--------------------------------------	-------------------------

---

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

---

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

**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 of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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



## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

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

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

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

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

Statement for Loan Guarantees and Loan Insurance.

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

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

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

**Disclosure of Lobbying Activities**

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

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

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

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

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

---

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

---

## Government Performance and Results Act (GPRA)

---

### What is GPRA?

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

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

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

- Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.*
- Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.*
- Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.*

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

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

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

#### DDRA Performance Measures:

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

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

## Student Checklist

- Fully completed Fulbright-Hays Doctoral Dissertation Research Abroad application form
- Curriculum Vita
- A narrative – submitted via e-Application (Check Closing Date Notice for page limitations)
- 3 Electronic Graduate Student References – initiate the e-mail to your references
- 1 Electronic Language Reference for each language of research
- Graduate School Transcripts (submit to your institution's project director for mailing well in advance of the Closing Date)

Submit your application to your institution's Project Director via e-Application well in advance of the Closing Date (contact your Project Director for information about internal deadlines).

When students submit the application through the Internet via the e-Grants Web site, they will receive an automatic acknowledgment via e-mail when their university's Project Director receives the application.

## Institution/Project Director Checklist

- SF 424 Application for Federal Assistance
- Item 22, which will automatically populate with a list of all students from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each student application whether or not Human Subjects Research Clearance (IRB) is required.
- ED Supplemental information for the SF 424
- Assurances for Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- SF-LLL Disclosure of Lobbying Activities, if applicable
- Graduate School Transcripts for all student applicants, postmarked no later than the Closing Date, mailed to DDRA Program, U.S. Department of Education, 1990 K St., NW, 6<sup>th</sup> floor, Washington, DC 20006-8521
- Ensure that all student applications, along with their references, are submitted BEFORE the institutional portion is submitted

Submit the application by 4:30 p.m., Washington, D.C. time, on the Closing Date published in the *Federal Register*.

**Institutional Project Directors must submit their students' grant applications through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov>) by 4:30 p.m. (Washington, D.C., time) on the Closing Date. The regular 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 midnight Saturday (Washington, D.C., time). Please note that the system is unavailable on Sundays and after 7:00 p.m. on Wednesday for maintenance (Washington, D.C., time). Any modifications to these hours are posted on the e-Grants Web site.**

**When Project Directors submit the application through the Internet via the e-Grants Web site, they will receive an automatic acknowledgment via e-mail when the U.S. Department of Education receives the application.**