**U.S. Department of Education**

**OFFICE OF POSTSECONDARY EDUCATION**

**International and Foreign Language Education**

**Washington, DC 20202**

[www.ed.gov/ope/iegps](http://www.ed.gov/ope/iegps)

**FY 2022**

**APPLICATION FOR GRANTS**

under the

**FOREIGN LANGUAGE AND aREA sTUDIES FELLOWSHIPS Program**

**Assistance Listing Number: 84.015B**

FORM APPROVED

OMB no. 1840-0807; Expiration Date: 11/30/2023

**Applications Available**: **December 16, 2021**



**DATED MATERIAL – OPEN IMMEDIATELY**

**CLOSING DATE: February 14, 2022**

**Funding Opportunity Number: ED-GRANTS-121621-002**

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Dear Applicant Letter

|  |  |
| --- | --- |
| ED seal | UNITED STATES DEPARTMENT OF EDUCATION |

Dear Applicant:

Thank you for your interest in applying for a fiscal year 2022 (FY 2022) grant under the National Resource Centers (NRC) program (Assistance Listing Number 84.015A), the Foreign Language and Area Studies Fellowship (FLAS) program (Assistance Listing Number 84.015B), or both programs. These program-specific application booklets include information about the programs and the instructions and forms required to submit complete application packages to the U.S. Department of Education (Department).

A hallmark of the NRC and FLAS programs is breadth and depth in training that contributes to meeting the national need for individuals with expertise in modern languages and area or international studies. This expertise is required to respond to the demands not only for careers in education, defense, intelligence, and diplomacy, but also for a wide range of 21st-century workforce needs, including health sciences, STEM, economics, and information technology.

Grants awarded under the NRC program enable institutions of higher education (IHEs) or consortia of IHEs to establish, strengthen, or operate comprehensive or undergraduate centers that will be national resources for modern foreign language training in combination with research and training in area studies, international studies, or the international aspects of professional studies.

Grants awarded under the FLAS program provide allocations of fellowships to IHEs or consortia of IHEs to assist meritorious students enrolled in performance-based language training and area studies, international studies, or the international aspects of professional studies.

We strongly recommend that you read the entirety of the appropriate application booklet(s) before you begin preparing your proposal(s). In addition to the application instructions, we call your attention to the following information about the FY 2022 NRC and FLAS competitions:

* For FY 2022, the NRC and FLAS competitions require you to submit a separate application package into the Grants.gov system for each program. For example, if you are requesting both NRC and FLAS funding, you will submit two separate application packages (with many similar components) in Grants.gov. However, applicants that are requesting funding for only one program should submit the appropriate application package using the Assistance Listing Number for the NRC program or the FLAS program. You can find more information about this requirement in the Application Format and Components section of the application booklet.
* There are two Absolute Priorities and one Competitive Preference Priority for the FY 2022 NRC competition.

**Absolute Priority 1**:

Applications that provide (1) an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and (2) a description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and non-profit sectors.

**Absolute Priority 2**:

Applications that provide for teacher training activities on the language, languages, area studies, or thematic focus of the Center.

**Competitive Preference Priority** – **Partnership with Minority-Serving Institutions (MSIs) or Community Colleges** (up to 5 points):

Under this priority, an applicant must demonstrate that the project will be implemented by or in partnership with one or more of the following entities:

1. Community colleges
2. Historically Black Colleges and Universities.
3. Tribal Colleges and Universities
4. Minority-Serving Institutions

Please see the FY 2022 Notice Inviting Applications for the definitions of these entities.

* There are two Competitive Preference Priorities for the FY 2022 FLAS competition.

**Competitive Preference Priority 1 – FLAS Fellowships for Students who Demonstrate Financial Need** (0 or 5 points):

Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, who demonstrate financial need as indicated by the students’ expected family contribution, as determined under Part F of Title IV of the HEA. This need determination will be based on the students’ financial circumstances and not on other aid.

**Competitive Preference Priority 2 – Academic Year FLAS Fellowships Awarded in the Less Commonly Taught Languages** (0 or 5 points):

Applications that propose to award at least 25 percent of academic year FLAS fellowships in modern foreign languages other than French, German, and Spanish.

The FY 2022 Notices Inviting Applications (NIAs) published in the *Federal Register* on December 16, 2021 are the official guidance for these competitions. Applicants should not rely upon any information that is inconsistent with these official notices. We recommend establishing a timeline that allows you to submit your application at least three (3) days prior to the closing date and time. Allowing sufficient lead time is essential because the time to upload an application varies, depending on the size of your application and the speed of your internet connection.

You may view additional information about the NRC and FLAS programs at:

<https://www2.ed.gov/about/offices/list/ope/iegps/index.html>.

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

Sincerely,

/signed/

Sarah T. Beaton

Director, Advanced Training and Research Division

International and Foreign Language Education (IFLE)

Competition Highlights

1. You may read more about the priorities listed in the cover letter in the Notice Inviting Applications (NIA) on pages 21 - 45. You are urged to read the NIA carefully before preparing your application.
2. The Application (Project) Narrative

The Application (Project) Narrative is where you, the applicant address the selection criteria that peer reviewers will use to evaluate your application. The NIA contains the recommended standards for preparing the Application (Project) Narrative.

The recommended maximum number of pages for the Application (Project) Narrative is **50 pages** for an application submitted by a single institution. The recommended maximum number of pages for the Application (Project) Narrative for an application submitted by a consortium is **60 pages**.

1. Abstract

The recommended maximum number of pages for the project abstract is two pages. The abstract should include an overview of the project, its goals, and the intended outcomes. Also, for application screening purposes, indicate which competitive preference priority/ies you will address in the Application (Project) Narrative. Do not, however, include your response to the priority/ies *in the abstract*. While it is acceptable to cite progress and accomplishments made under previous FLAS grants, be advised that the abstract should focus primarily on the activities and project goals proposed for the next four years.

1. Estimated Funding Amounts

These are estimated amounts for FY 2022 for the FLAS program. The Department is not bound by these amounts.

Estimated available funds: $31,236,116   
Estimated range of awards: $154,500 - $351,000 per year.  
Estimated average size of awards: $202,500 per year.  
Estimated number of institutional awards: 100

Project period: up to 48 months  
(August 15, 2022 – August 14, 2026)

**FLAS Institutional Payments and Subsistence Allowances**

***Note****: An institution may award a fellowship for the duration of one academic year or one summer session, provided the student meets the FLAS eligibility requirements.*

**Academic Year Fellowships**

| **Academic Year Undergraduate** | **Academic Year Graduate** |
| --- | --- |
| Institutional Payment: $10,000 | Institutional Payment: $18,000 |
| Subsistence Allowance: $5,000 | Subsistence Allowance: $20,000 |
| **Total AY/UG: $15,000** | **Total AY/G**: **$38,000** |

**Summer Fellowships (Undergraduate and Graduate)**

|  |
| --- |
| Institutional Payment: $5,000 |
| Subsistence Allowance: $2,500 |
| **Total Summer/UG and G: $7,500** |

Overview: Foreign Language and Area Studies Fellowships Program (FLAS)

## Authorization

20 U.S.C. 1122

## Applicable Regulations

1. The Education Department General Administrative Regulations in 34 CFR parts 75, 76, 77, 79, 82, 84, 86, 97, 98, and 99.
2. The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485.
3. The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474.
4. The regulations for this program in 34 CFR parts 655 and 657.
5. The notice of final priorities for these programs published in the *Federal Register* on May 30, 2014 ([79 FR 31031](https://www.federalregister.gov/documents/2014/05/30/2014-12582/final-priority-foreign-language-and-area-studies-fellowships-program)).

## Purpose

The FLAS Program allocates academic year and summer fellowships to institutions of higher education (IHEs) and consortia of such institutions to assist meritorious undergraduate and graduate students receiving modern foreign language training in combination with area studies, international studies, or the international aspects of professional studies. FLAS fellowships may also assist graduate students engaged in predissertation-level study, preparation for dissertation research, dissertation research abroad, or dissertation writing.

## Eligible Applicants

An institution of higher education or a consortium of institutions of higher education is eligible to receive a grant.

## FLAS Institutional Eligibility

(a) The Secretary awards an allocation of fellowships to an institution of higher education or to a consortium of institutions of higher education that—

(1) Operates a Center or program approved by the Secretary under this part;

(2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and

(3) In combination with the teaching described in paragraph (a) (2) of this section—

(i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or

(ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.

(b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.

(c) The Secretary uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.

(d) An institution does not need to receive a grant under the NRC Program (34 CFR part 656) to receive an allocation of fellowships.

## Type/Duration of Fellowships

An institution may award a fellowship to an eligible student for one academic year or one summer session, if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.

## Eligible Participants

Citizens, nationals, or permanent residents of the United States accepted for enrollment or enrolled in an institution receiving an allocation of fellowships, who are (1) in a program that combines modern foreign language training with area or international studies or research and training in the international aspects of professional and other fields of study, (2) showing potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine, (3) enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction, and (4) undergraduate students in the intermediate or advanced study of a less commonly taught language, or graduate students engaged in pre-dissertation study, preparation for dissertation research, dissertation research abroad, or dissertation writing.

Supplemental Information

1. **Applications must include the following**:

* Application for Federal Assistance (Form SF-424)
* Budget Information (Non-Construction Programs) ED 524 Form
* Grants.gov Certification Regarding Lobbying
* Description to demonstrate compliance with the General Education Provisions Act (ED GEPA 427 Form)
* ED Project Abstract Form
* Application (Project) Narrative and Appendices
  + Table of Contents
  + List of Acronyms
  + Narrative
  + List of Courses that include language courses and courses with 25%-100% related international or area studies content
    - 2020-2021: Courses and enrollments
    - 2021-2022: Courses currently being offered
    - 2022-2023: Courses to be offered
  + Position descriptions for positions related to the grant
  + Curriculum vitae for program director, faculty, and instructors
  + Letters of support (recommended maximum: 5)
* Budget Narrative ED 524 (Section C) Form/Detailed line-item budget
* Other Attachments
  + Application Profile Sheet
  + Description of diverse perspectives and wide range of views in funded activities
  + Description of government service in areas of national need and in other employment sectors
* Disclosure of Lobbying Activities (SF-LLL)

1. **The Application Narrative**

The Application (Project) Narrative is where you, the applicant, respond to the program selection criteria. The full text of the selection criteria used to evaluate FLAS applications are included in the FY 2022 NIA published in *Federal Register*. The selection criteria are from 34 CFR section 657.21 (FLAS applicants) and may be found on pages 32-38. The list of selection criteria (by headings) and the maximum possible points may be found on page 69. When responding to the selection criteria in the Application (Project) Narrative, please use the selection criteria order as they are presented in the **Technical Review Form (TRF)**. Please be advised that the selection criteria in the TRF are drawn from **the program regulations**.

1. **Recommended Start Date**

The Department recommends a start date of August 15, 2022.

1. **Peer Review Process**

A three-member panel of independent reviewers with area studies and world language expertise evaluates each application. Each reviewer provides their scores and comments to indicate the extent to which the applicant has responded to the FLAS selection criteria.

1. **Notifying Successful Applicants**

If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or, we may send you an email containing a link to access an electronic version of your GAN. The email will be sent to both the project director and certifying representative in order for them to view and print the Adobe Acrobat version of the electronically- signed GAN. If neither the project director nor certifying representative is registered in G5, they will immediately be prompted to register once the link is accessed. Because the Department issues signed GANs electronically, it is important that the email addresses provided for the project director and the certifying representative are correct.

1. **Notifying Ineligible or Unsuccessful Applicants**

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

1. **Peer Reviewers’ Technical Review Forms (TRFs)**

A blank version of the TRF is available in this booklet for your reference. All applicants will receive copies of the peer reviewers’ completed TRFs (evaluations).

1. **Reporting Requirements**

If you receive a FY 2022 new grant award, you will be required to submit performance reports in the fall and spring, and a final performance and financial status report at the end of the project period. All performance reports for the FLAS program must be submitted electronically into the IFLE web-based reporting system, International Resource Information System (IRIS). This online system collects narrative, data, and budget information about funded projects to enable IFLE program officers to determine whether grantees are making substantial progress toward approved project objectives. For more information about IRIS and to view the reporting instructions, please go to:

<https://www2.ed.gov/programs/iegpsflasf/performance.html>.

In addition to the FLAS institutional and student performance reports, pre- and post-evaluations of FLAS recipients’ speaking skills are also required. The evaluation that the language instructor is required to administer is also accessible in IRIS.

1. **Diverse Perspectives and Areas of National Need**

The Title VI International Education Programs legislation (20 U.S.C §1122(e)) requires that each institution of higher education or consortium of such institutions desiring a grant under the FLAS programs shall include the following descriptions in their grant applications:

* An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and
* A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as areas of need in education, business, and non-profit sectors.

***Note***: If an application is submitted on behalf of a consortium, the application must include diverse perspectives and areas of national need descriptions for all institutions in the consortium.

1. **Consultation with Federal Agencies**

Section 601(c)(1) of the Higher Education Act of 1965 (HEA) requires that the Secretary consult with Federal agency heads to receive their recommendations regarding areas of national need for expertise in foreign languages and world regions. The recommendations of these agencies may be viewed on this web page:

<https://www2.ed.gov/about/offices/list/ope/iegps/languageneeds.html>

1. **Contact Information**

For FLAS program-related questions and assistance, please contact:

Timothy Duvall

U.S. Department of Education

International and Foreign Language Education

400 Maryland Avenue SW, Room 2B225

Washington, DC 20202

Telephone: (202) 453-7521

Email: [NRC-FLAS@ed.gov](mailto:NRC-FLAS@ed.gov)

For Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk

Telephone: (800) 518-4726

Email: support@grants.gov

Hours: 24 hours a day, 7 days a week, except Federal holidays

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

1. **Address to Request Application Package**

For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at:

[www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf).

1. **Accessible Format**

On request to the program contact person listed under Contact Information above, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, compact disc, or other accessible format.

Grants.gov Submission Procedures and Tips for Applicants

**IMPORTANT – PLEASE READ FIRST**

***All applicants are required to submit applications electronically using Grants.gov****.*

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

## BROWSER SUPPORT

The latest versions of Microsoft Internet Explorer (IE), Mozilla Firefox, Google Chrome, and Apple Safari are supported for use with Grants.gov. However, these web browsers undergo frequent changes and updates, so we recommend you have the latest version when using Grants.gov. Legacy versions of these web browsers may be functional, but you may experience issues.

For additional information or updates, please see the Grants.gov Browser information in the Applicant FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html#browser>

**ATTENTION – Workspace, Adobe Forms and PDF Files**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

1. Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

1. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
2. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

## Helpful Reminders

1. **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually.]

Primary information about SAM is available at [www.sam.gov](http://www.sam.gov/). However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which is available at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

1. **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.**  The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM. If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.**

1. **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 11:59:59 p.m. Eastern Time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/encountering-error-messages.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Software Tip Sheet at: <http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

## Submission Problems – What Should You Do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or email at: [support@grants.gov](mailto:support@grants.gov) or access the Grants.gov Self-Service Knowledge Base web portal at: <https://grantsportal.psc.gov/Welcome.aspx?pt=Grants>.

If electronic submission is required, you must submit an electronic application before 11:59:59 p.m. Eastern Time, unless you follow the procedures in the *Federal Register* notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the *Federal Register* notice and get a hard copy application postmarked by midnight on the deadline date. (See the *Federal Register* notice for detailed instructions.)

## Helpful Hints When Working with Grants.gov

Please go to <http://www.grants.gov/web/grants/support.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html> as well as additional information on Workspace at <https://www.grants.gov/web/grants/applicants/applicant-faqs.html#workspace>.

## Dial-Up Internet Connections

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

## Attaching Files – Additional Tips

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

* When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in either Portable Document Format (PDF) or Microsoft Word. Although applicants have the option of uploading any narrative sections and all other attachments to their application in either PDF or Microsoft Word, we recommend applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
* Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
* When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
* Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

## DUNS Number and SAM

**Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management**

To do business with the Department, and to submit your application electronically using *Grants.gov*, you must—

* Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
* Register both your DUNS number and TIN with the System for Award Management (SAM.gov), the Government’s primary registrant database;
* Provide your DUNS number and TIN on your application; and,
* Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following website: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

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

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data that you enter into the SAM.gov database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

***Note:*** Once your SAM.gov registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM.gov, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.sam.gov/). To further assist you with obtaining and registering your DUNS number and TIN in SAM.gov or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-faqs.html>.

In addition, in order to submit your application via *Grants.gov*, you must (1) register as an applicant using your DUNS number; and (2) be designated by your organization’s E-Biz Point of Contact as an Authorized Organization Representative (AOR).

Details on these steps are outlined at the following *Grants.gov* web page: <https://www.grants.gov/web/grants/register.html>.

## Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System

If you experience problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk immediately, toll-free, at 1-800-518-4726. The Grants.gov Support Desk will provide you with a ticket number documenting your communication. You must retain your ticket number for future reference as proof of your communication with the Support Desk. Please subsequently contact the person listed in the FOR FURTHER INFORMATION CONTACT section in the competition NIA and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems within the Grants.gov system, we will grant you an extension until 11:59:00 p.m. Eastern Time the following business day to enable you to transmit your application electronically, provided we can verify the technical issues affected your ability to submit your application on time via your Grants.gov Support Desk Case Number.

***Note***: The extensions to which we refer in this section apply only to technical problems with the Grants.gov system. We will not grant you an extension if you failed to fully register in order to submit your application to Grants.gov (including with the required DUNS number and TIN currently registered in SAM) before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Submission of Paper Applications if Electronic Submission Is Not Possible

We discourage paper applications, but if electronic submission is not possible (e.g., you do not have access to the internet), you must provide a written statement that you intend to submit a paper application. Send this written statement 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).

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. Please send this statement to the contact listed in the For Further Information Contactsection of the competition NIA.

If you submit a paper application, you must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

**U.S. Department of Education  
Application Control Center  
Attention: (Assistance Listing Number 84.015A and/or 84.015B)   
LBJ Basement Level 1   
400 Maryland Avenue SW  
Washington, DC 20202-4260**

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

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

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

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

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

We will not consider applications postmarked after the application deadline date.

***Note for Mail Delivery of Paper Applications***: If you mail your application to the Department—

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

Federal Register Notice Inviting Applications (NIA)

4000-01-U

DEPARTMENT OF EDUCATION

Applications for New Awards; Foreign Language and Area Studies Fellowships Program

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Notice.

SUMMARY: The Department of Education (Department) is issuing a notice inviting applications for fiscal year (FY) 2022 for the Foreign Language and Area Studies Fellowships (FLAS) Program, Assistance Listing Number 84.015B. This notice relates to the approved information collection under OMB control number 1840-0807.

DATES:

Applications Available: December 16, 2021.

Deadline for Transmittal of Applications: February 14, 2022.

Deadline for Intergovernmental Review: April 15, 2022.

Pre-Application Webinar information: The Department held a pre-application meeting via webinar for prospective applicants on November 10, 2021. The link for the webinar is located on the International and Foreign Language Education website at [https://www2.ed.gov/programs/iegpsnrc/applicant.html](https://www2.ed.gov/programs/iegpsnrc/applicant.html" \o "IFLE website).

Additionally, for new potential grantees unfamiliar with grantmaking at the Department, please consult our funding basics resources at [https://www2.ed.gov/documents/funding-101/funding-101-basics.pdf](https://www2.ed.gov/documents/funding-101/funding-101-basics.pdf" \o "IFLE website funding basics).

ADDRESSES: For the addresses for obtaining and submitting an application, please refer to our Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf" \o "84 FR 3768).

For Further Information Contact: Timothy Duvall, U.S. Department of Education, International and Foreign Language Education, 400 Maryland Avenue SW, Room 2B225, Washington, DC 20202. Telephone: (202) 453-7521. Email: [NRC-FLAS@ed.gov](mailto:NRC-FLAS@ed.gov).

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

SUPPLEMENTARY INFORMATION:

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The FLAS Program allocates academic year and summer fellowships to institutions of higher education (IHEs) and consortia of such institutions to assist meritorious undergraduate and graduate students receiving modern foreign language training in combination with area studies, international studies, or the international aspects of professional studies. FLAS fellowships may also assist graduate students engaged in predissertation-level study, preparation for dissertation research, dissertation research abroad, or dissertation writing.

Priorities: This notice contains two competitive preference priorities. Competitive Preference Priority 1 is from the notice of final priorities for the FLAS Program published in the *Federal Register* on May 30, 2014 (79 FR 31031) (NFP), and Competitive Preference Priority 2 is from 34 CFR 657.22(a), which provides that the Secretary may designate specific languages as a priority for the allocation of fellowships.

Competitive Preference Priorities: For FY 2022, these priorities are competitive preference priorities. Under 34 CFR 75.105(C)(2)(i), we award an additional five points to an application that meets Competitive Preference Priority 1, and an additional five points to an application that meets Competitive Preference Priority 2. An applicant may receive a total of up to 10 additional points under the competitive preference priorities.

These priorities are:

Competitive Preference Priority 1--FLAS Fellowships for Students Who Demonstrate Financial Need. (0 or 5 points)

Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, to students who demonstrate financial need as indicated by the students’ expected family contribution, as determined under part F of title IV of the Higher Education Act of 1965, as amended (HEA). This need determination will be based on the students’ financial circumstances and not on other aid. The applicant must describe how it will ensure that all fellows who receive such preference show potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine.

Competitive Preference Priority 2--Academic Year FLAS Fellowships Awarded in the Less Commonly Taught Languages (0 or 5 points).

Applications that propose to award at least 25 percent of academic year FLAS fellowships in modern foreign languages other than French, German, and Spanish.

Program Authority: 20 U.S.C. 1122.

Note: Projects will be awarded and must be operated in a manner consistent with the nondiscrimination requirements contained in Federal civil rights laws.

Applicable Regulations: (a) The Education Department General Administrative Regulations in 34 CFR parts 75, 76, 77, 79, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of the Department in 2 CFR part 3474. (d) The regulations for this program in 34 CFR parts 655 and 657. (e) The NFP.

*Areas of National Need*: In accordance with section 601(c) of the HEA (20 U.S.C. 1121(c)), the Secretary consulted with a wide range of Federal agencies and received recommendations regarding national need for expertise in foreign language and world regions. These agencies’ recommendations may be viewed on this web page: [https://www2.ed.gov/about/offices/list/ope/iegps/languageneeds.html](https://www2.ed.gov/about/offices/list/ope/iegps/languageneeds.html" \o "Agencies' recommendations).

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $31,236,116.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in FYs 2023, 2024, and 2025 from the list of unfunded applications from this competition.

Estimated Range of Awards: $154,500-$351,000 per year.

Estimated Average Size of Awards: $202,500 per year.

Estimated Number of Awards: 100.

FLAS Fellowship Subsistence Allowances: The subsistence allowance for a graduate student academic year fellowship is $20,000; the subsistence allowance for an undergraduate student academic year fellowship is $5,000. The subsistence allowance for a summer fellowship is $2,500 for graduate and undergraduate students.

FLAS Fellowship Institutional Payments: The institutional payment for a graduate student academic year fellowship is $18,000; the institutional payment for an undergraduate student academic year fellowship is $10,000. The institutional payment for a summer fellowship is $5,000 for graduate and undergraduate students.

*Note*: The Department is not bound by any estimates in this notice. The estimated range and average size of awards are based on a single 12-month budget period.

Project Period: Up to 48 months.

III. Eligibility Information

1. Eligible Applicants: IHEs (as defined in section 101 of the HEA (20 U.S.C. 1001)) or consortia of IHEs.

2. Eligible Participants: A student is eligible to receive a fellowship if the student—

(a)(1) Is a citizen or national of the United States; or (2) Is a permanent resident of the United States;

(b) Is accepted for enrollment or is enrolled-

(1) In an institution receiving an allocation of fellowships; and

(2) In a program that combines modern foreign language training with (i) area or international studies; or (ii) research and training in the international aspects of professional and other fields of study;

(c) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;

(d) Is enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction;

(e) In the case of an undergraduate student, is in the

intermediate or advanced study of a less commonly taught language; and

(f) In the case of a graduate student, is engaged in-

(1) Predissertation-level study;

(2) Preparation for dissertation research;

(3) Dissertation research abroad; or

(4) Dissertation writing.

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

b. Administrative Cost Limitation: This program does not allow administrative expenses.

4. Subgrantees: Under 34 CFR 75.708(b) and (c), a grantee under the FLAS Program may not award subgrants to entities to directly carry out project activities described in its application.

5. Other: (a) Reasonable and Necessary Costs: Applicants must ensure that all costs included in the proposed budget are necessary and reasonable to meet the goals and objectives of the proposed project. Any costs determined by the Secretary to be unreasonable or unnecessary will be removed from the final approved budget.

(b) Audits: (i) A non-Federal entity that expends $750,000 or more during the non-Federal entity’s fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR part 200. (2 CFR 200.501(a))

(ii) A non-Federal entity that expends less than $750,000 during the non-Federal entity’s fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503 (Relation to Other Audit Requirements), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO). (2 CFR 200.501(d))

IV. Application and Submission Information

1. Application Submission Instructions: Applicants are required to follow the Common Instructions for Applicants to Department of Education Discretionary Grant Programs, published in the *Federal Register* on February 13, 2019 (84 FR 3768) and available at [www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf](http://www.govinfo.gov/content/pkg/FR-2019-02-13/pdf/2019-02206.pdf" \o "Common Instructions), which contain requirements and information on how to submit an application.

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

3. Funding Restrictions: We specify unallowable costs in 34 CFR 656.30(b) and 657.33. We reference additional regulations outlining funding restrictions in the Applicable Regulations section of this notice.

4. Recommended Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the priorities, selection criteria, and application requirements that reviewers use to evaluate your application. We recommend that you (1) limit the application narrative to no more than 50 pages for single institution applications, and to no more than 60 pages for consortia applications and (2) use 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, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
* Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch). However, you may use a 10-point font in charts, tables, figures, and graphs.
* Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The recommended page limit applies to the entirety of the application narrative. The recommended page limit does not apply to the Application for Federal Assistance face sheet (SF 424); the supplemental SF 424 form; Budget Information—Non-Construction Programs (ED 524); the detailed line item budget; the assurances and certifications, and the response to section 427 of the General Education Provisions Act; the project abstract, the table of contents, the list of acronyms, the response to the diverse perspectives/areas of need requirements, the FLAS project profile form, the FLAS-eligible languages form, or the appendices (curriculum vitae, course list, letters of support).

5. Award Basis: In determining whether to approve a grant award and the amount of such award, the Department will consider, among other things, the applicant’s performance and use of funds under a previous or existing award under any Department program (34 CFR 75.217(d)(3)(ii) and 75.233). In assessing the applicant’s performance and use of funds under a previous or existing award, the Secretary will consider, among other things, the outcomes the applicant has achieved and the results of any Departmental grant monitoring, including the applicant’s progress in remedying any deficiencies identified in such monitoring.

V. Application Review Information

1. General: For the FY 2022 FLAS competition, all applications will be assigned to peer review panels based on world region—such as Africa, South Asia, the Middle East—or international in focus as specified in the FLAS application. Readers who serve on the peer review panels are selected based on their expertise in the specialized area studies, international studies, and modern foreign language(s) necessary to effectively review, score, and rank the applications assigned to them. For the FLAS competition, the Department will select applications for funding consideration based on the ranking of each application within its distinct regional panel.

2. Selection Criteria: The following selection criteria for this program are from 34 CFR 657.21. The maximum score under the selection criteria, taken together with the maximum number of points awarded to applicants that address the competitive preference priorities, is 110 points.

(a) *Commitment to the subject area on which the applicant focuses* (up to 5 points). The Secretary reviews each application for information to determine--

(1) The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad; and

(2) The extent to which the institution provides financial support to students in fields related to the applicant’s teaching program.

(b) *Quality of the applicant’s language instructional program* (up to 14 points). The Secretary reviews each application for information to determine--

(1) The extent to which the applicant provides instruction in the languages of the applicant’s subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers;

(2) The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;

(3) Whether sufficient numbers of language faculty are available to teach the languages and the levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and

(4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.

(c) *Quality of the applicant’s non-language instructional program* (up to 14 points). The Secretary reviews each application for information to determine--

(1) The quality and extent of the applicant’s course offerings in a variety of disciplines, including the extent to which courses in the applicant’s subject matter are available in the institution’s professional schools;

(2) The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant’s subject area;

(3) The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and

(4) The extent to which interdisciplinary courses are offered for students.

(d) *Quality of curriculum design* (up to 13 points). The Secretary reviews each application to determine--

(1) The extent to which the applicant’s curriculum provides training options for students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality;

(2) The extent to which the applicant provides academic and career advising services for students; and

(3) The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions’ study abroad and summer language programs.

(e) *Quality of staff resources* (up to 13 points). The Secretary reviews each application to determine--

(1) The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;

(2) The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and

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

(f) *Strength of library* (up to 6 points). The Secretary reviews each application to determine --

(1) The strength of the institution's library holdings (both print and non-print, English and foreign language) for students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant; and

(2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases.

(g) Impact and evaluation (up to 25 points). The Secretary reviews each application to determine --

(1) The extent to which the applicant’s activities and training programs have contributed to an improved supply of specialists on the program’s subject area as shown through indices such as undergraduate and graduate enrollments and placement data; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;

(2) The applicant’s record of placing students into post-graduate employment, education, or training in areas of national need and the applicant’s stated efforts to increase the number of such students that go into such placements;

(3) The degree to which fellowships awarded by the applicant address national needs; and

(4) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant’s program.

(h) *Foreign language and area studies fellowships awardee selection procedures* (up to 10 points). The Secretary reviews each application to determine whether the selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.

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

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

4. Risk Assessment and Specific Conditions: Consistent with 2 CFR 200.206, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 200.208, the Secretary may impose specific conditions and, under 2 CFR 3474.10, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

5. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently $250,000), under 2 CFR 200.206(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards—that is, the risk posed by you as an applicant—before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through the System for Award Management (SAM). You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds $10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed $10,000,000.

6. In General: In accordance with the Office of Management and Budget’s guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department will review and consider applications for funding pursuant to this notice inviting applications in accordance with:

(a) Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR 200.205);

(b) Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR 200.216);

(c) Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR 200.322); and

(d) Terminating agreements in whole or in part to the greatest extent authorized by law if an award no longer effectuates the program goals or agency priorities (2 CFR 200.340).

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN); or we may send you an email containing a link to access an electronic version of your GAN. We may also notify you informally.

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

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

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

3. Open Licensing Requirements: Unless an exception applies, if you are awarded a grant under this competition, you will be required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works. Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

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

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to [www.ed.gov/fund/grant/apply/appforms/appforms.html](http://www.ed.gov/fund/grant/apply/appforms/appforms.html" \o "Reporting Requirements).

Performance reports for the FLAS Program must be submitted electronically into the Office of International and Foreign Language Education web-based reporting system, International Resource Information System (IRIS). For information about IRIS and to view the reporting instructions, please go to: <https://iris.ed.gov/iris/pdfs/FLAS_director.pdf>.

(c) Under 34 CFR 75.250(b), the Secretary may provide a grantee with additional funding for data collection analysis and reporting. If a grantee is provided additional funding for this purpose, the Secretary establishes a data collection period.

5. Performance Measures: Under the Government Performance and Results Act of 1993, the following measures will be used by the Department to evaluate the success of the FLAS program:

(a) Percentage of FLAS-graduated fellows who secured employment that utilizes their foreign language and area studies skills within eight years after graduation, based on the FLAS tracking survey.

(b) Percentage of FLAS master’s and doctoral graduates who studied priority languages as defined by the Secretary of Education.

(c) Percentage of FLAS fellows who increased their foreign language reading, writing, and/or listening/speaking scores by at least one proficiency level.

(d) Efficiency: Cost per FLAS fellowship program fellow who increased his/her reading, writing, and/or listening/speaking language score by at least one proficiency level.

The information provided by grantees in their performance reports submitted via IRIS will be the source of data for these measures. Reporting screens for institutions can be viewed at: <https://iris.ed.gov/iris/pdfs/FLAS_director.pdf>.

6. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, whether the grantee has made substantial progress in achieving the performance targets in the grantee’s approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Other Information

Accessible Format: On request to the program contact person listed under FOR FURTHER INFORMATION CONTACT, individuals with disabilities can obtain this document and a copy of the application package in an accessible format. The Department will provide the requestor with an accessible format that may include Rich Text Format (RTF) or text format (txt), a thumb drive, an MP3 file, braille, large print, audiotape, compact disc, or other accessible format.

Electronic Access to This Document: The official version of this document is the document published in the *Federal Register*. You may access the official edition of the *Federal Register* and the Code of Federal Regulations at [www.govinfo.gov](http://www.govinfo.gov/" \o "Federal Code of Regulations). At this site you can view this document, as well as all other documents of this Department published in the *Federal Register*, in text or Portable Document Format (PDF). To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the *Federal Register* by using the article search feature at [www.federalregister.gov](http://www.federalregister.gov/" \o "Federal Register website). Specifically, through the advanced

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Dated:

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*Annmarie Weisman,*

Deputy Assistant Secretary for Policy, Planning and Innovation,

Office of Postsecondary Education.

The Higher Education Act of 1965, As Amended (HEA), sections 601 and 602

**TITLE VI – INTERNATIONAL EDUCATION PROGRAMS**

**20 USC §§1121-1122**

## Part A—International and Foreign Language Studies

## SEC. 601. Findings and Purposes

(a) FINDINGS- Congress finds as follows:

(1) The security, stability, and economic vitality of the United States in a complex global era depend upon American experts in and citizens knowledgeable about world regions, foreign languages, and international affairs, as well as upon a strong research base in these areas.

(2) Advances in communications technology and the growth of regional and global problems make knowledge of other countries and the ability to communicate in other languages more essential to the promotion of mutual understanding and cooperation among nations and their peoples.

(3) Dramatic changes in the world's geopolitical and economic landscapes are creating needs for American expertise and knowledge about a greater diversity of less commonly taught foreign languages and nations of the world.

(4) Systematic efforts are necessary to enhance the capacity of institutions of higher education in the United States for--

(A) producing graduates with international and foreign language expertise and knowledge; and

(B) research regarding such expertise and knowledge.

(5) Cooperative efforts among the Federal Government, institutions of higher education, and the private sector are necessary to promote the generation and dissemination of information about world regions, foreign languages, and international affairs throughout education, government, business, civic, and nonprofit sectors in the United States.

(b) PURPOSES- The purposes of this part are--

(1)(A) to support centers, programs, and fellowships in institutions of higher education in the United States for producing increased numbers of trained personnel and research in foreign languages, area studies, and other international studies;

(B) to develop a pool of international experts to meet national needs;

(C) to develop and validate specialized materials and techniques for foreign language acquisition and fluency, emphasizing (but not limited to) the less commonly taught languages;

(D) to promote access to research and training overseas, including through linkages with overseas institutions; and

(E) to advance the internationalization of a variety of disciplines throughout undergraduate and graduate education;

(2) to support cooperative efforts promoting access to and the dissemination of international and foreign language knowledge, teaching materials, and research, throughout education, government, business, civic, and nonprofit sectors in the United States, through the use of advanced technologies; and

(3) to coordinate the programs of the Federal Government in the areas of foreign language, area studies, and other international studies, including professional international affairs education and research.

(c) CONSULTATION

(1) In general

The Secretary shall, prior to requesting applications for funding under this subchapter during each grant cycle, consult with and receive recommendations regarding national need for expertise in foreign language and world regions from the head officials of a wide range of Federal agencies.

(2) Considering recommendations; providing information

The Secretary-

1. may take into account the recommendations described in paragraph (1); and
2. shall-
3. provide information collected under paragraph (1) when requesting applications for funding under this subchapter; and
4. make available to applicants a list of areas identified as areas of national need.

(d) SURVEY

The Secretary shall assist grantees in developing a survey to administer to students who have completed programs under this subchapter to determine postgraduate employment, education, or training. All grantees, where applicable, shall administer such survey once every two years and report survey results to the Secretary.

## SEC. 602. Graduate and Undergraduate Language and Area Centers and Programs

(b) Fellowships for foreign language and area or international studies

(1) In general

The Secretary is authorized to make grants to institutions of higher education or combinations of such institutions for the purpose of paying stipends to individuals undergoing advanced training in any center or program approved by the Secretary.

(2) Eligible students

A student receiving a stipend described in paragraph (1) shall be engaged-

(A) in an instructional program with stated performance goals for functional foreign language use or in a program developing such performance goals, in combination with area studies, international studies, or the international aspects of a professional studies program; and

(B)(i) in the case of an undergraduate student, in the intermediate or advanced study of a less commonly taught language; or

(ii) in the case of a graduate student, in graduate study in connection with a program described in subparagraph (A), including-

(I) predissertation level study;

(II) preparation for dissertation research;

(III) dissertation research abroad; or

(IV) dissertation writing.

(c) Special rule with respect to travel - No funds may be expended under this part for undergraduate travel except in accordance with rules prescribed by the Secretary setting forth policies and procedures to assure that Federal funds made available for such travel are expended as part of a formal program of supervised study.

(d) Allowances

(1) Graduate level recipients

A stipend awarded to a graduate level recipient may include allowances for dependents and for travel for research and study in the United States and abroad.

(2) Undergraduate level recipients

A stipend awarded to an undergraduate level recipient may include an allowance for educational programs in the United States or educational programs abroad that-

(A) are closely linked to the overall goals of the recipient's course of study; and

(B) have the purpose of promoting foreign language fluency and knowledge of foreign cultures.

(e) Application

Each institution of higher education or consortium of such institutions desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information and assurances as the Secretary may require. Each such application shall include-

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

(2) a description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and nonprofit sectors.

20 USC 1132-2. RULE OF CONSTRUCTION.

**SEC. 633.** Nothing in this title shall be construed to authorize the Secretary to mandate, direct, or control an institution of higher education's specific instructional content, curriculum, or program of instruction.

# **Program Guidelines from Title 34 of the Code of Federal Regulations**

*Revised* *as of September 25, 2009*

## PART 655—International Education Programs—General Provisions

**Section Contents**

[**Subpart A—General**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.1)

[§ 655.1   Which programs do these regulations govern?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.1.40.1)  
[§ 655.3   What regulations apply to the International Education Programs?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.1.40.2)  
[§ 655.4   What definitions apply to the International Education Programs?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.1.40.3)

[**Subpart B—What Kinds of Projects Does the Secretary Assist?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.2)

[§ 655.10   What kinds of projects does the Secretary assist?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.2.40.1)

[**Subpart C [Reserved]**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.3)

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[§ 655.30   How does the Secretary evaluate an application?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4.40.1)  
[§ 655.31   What general selection criteria does the Secretary use?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4.40.2)  
[§ 655.32   What additional factors does the Secretary consider in making grant awards?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4.40.3)

(Authority:   20 U.S.C 1121–1130b, unless otherwise noted.)

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

**Subpart A—General**

**§ 655.1   Which programs do these regulations govern?**

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

(a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);

(b) The Language Resource Centers Program (section 603);

(c) The Undergraduate International Studies and Foreign Language Program (section 604);

(d) The International Research and Studies Program (section 605); and

(e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121–1130b)

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

**§ 655.3   What regulations apply to the International Education Programs?**

The following regulations apply to the International Education Programs:

(a) The Education Department General Administrative Regulations (EDGAR) as follows:

(1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).

(2) 34 CFR part 75 (Direct Grant Programs).

(3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

(4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.

(5) 34 CFR part 82 (New Restrictions on Lobbying).

(6) 34 CFR part 85 (Governmentwide Debarment and Suspension

(Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).

(7) 34 CFR part 86 (Drug-Free Schools and Campuses).

(b) The regulations in this part 655; and

(c) As appropriate, the regulations in—

(1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);

(2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);

(3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);

(4) 34 CFR part 660 (International Research and Studies Program);

(5) 34 CFR part 661 (Business and International Education Program); and

(6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121–1127; 1221e–3)

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

**§ 655.4   What definitions apply to the International Education Programs?**

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

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

(Authority: 20 U.S.C. 1121–1127)

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

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

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

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

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

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999; 74 FR 35072, July 17, 2009]

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

**§ 655.10   What kinds of projects does the Secretary assist?**

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

(Authority: 20 U.S.C. 1121–1127)

[74 FR 35072, July 17, 2009]

[**Subpart D—How Does the Secretary Make a Grant?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4)

[**§ 655.30   How does the Secretary evaluate an application?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4.40.1)

The Secretary evaluates applications for International Education Programs on the basis of – (a) The general criteria in § 655.31; and (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121-1127)

[64 FR 7739, Feb. 16, 1999]

[**§ 655.31   What general selection criteria does the Secretary use?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=2c2342fb476971d01ab9763f9e70ab70&rgn=div5&view=text&node=34:3.1.3.1.25&idno=34#34:3.1.3.1.25.4.40.2)

1. Plan of operation.

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

(2) The Secretary looks for information that shows -

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

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

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

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

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

(A) Members of racial or ethnic minority groups;

(B) Women; and

(C) Handicapped persons.

(b) Quality of key personnel.

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

(2) The Secretary looks for information that shows –

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

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

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

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

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

(c) Budget and cost effectiveness.

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

(2) The Secretary looks for information that shows -

(i) The budget for the project is adequate to support the project activities; and

(ii) Costs are reasonable in relation to the objectives of the project.

(d) Evaluation plan.

(1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.

(2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.

(e) Adequacy of resources.

(1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows -

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

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

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

(Authority: 20 U.S.C. 1126(b))

[58 FR 32575, June 10, 1993]

## PART 657—Foreign Language and Area Studies Fellowships Program

**Section Contents**

**Subpart A—General**

[§ 657.1   What is the Foreign Language and Area Studies Fellowships Program?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.1.40.1)  
[§ 657.2   Who is eligible to receive an allocation of fellowships?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.1.40.2)  
[§ 657.3   Who is eligible to receive a fellowship?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.1.40.3)  
[§ 657.4   What regulations apply?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.1.40.4)  
[§ 657.5   What definitions apply?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.1.40.5)

[**Subpart B—How Does an Institution or a Student Submit an Application?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.2)  
[§ 657.10   What combined application may an institution submit?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.2.40.1)  
[§ 657.11   How does a student apply for a fellowship?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.2.40.2)

[**Subpart C—How Does the Secretary Select an Institution for an Allocation of Fellowships?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.3)  
[§ 657.20   How does the Secretary evaluate an institutional application for an allocation of fellowships?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.3.40.1)  
[§ 657.21   What criteria does the Secretary use in selecting institutions for an allocation of fellowships?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.3.40.2)  
[§ 657.22   What priorities may the Secretary establish?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.3.40.3)

[**Subpart D—What Conditions Must Be Met by a Grantee and a Fellow?**](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.4)  
[§ 657.30   What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.4.40.1)  
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[§ 657.32   What is the payment procedure for fellowships?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.4.40.3)  
[§ 657.33   What are the limitations on the use of funds for overseas fellowships?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.4.40.4)  
[§ 657.34   Under what circumstances must an institution terminate a fellowship?](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=1443bd989ffebe453df5b85b02da59aa&rgn=div5&view=text&node=34:3.1.3.1.27&idno=34#34:3.1.3.1.27.4.40.5)

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

[61 FR 50202, Sept. 24, 1996, unless otherwise noted.]

**Subpart A—General**

**§ 657.1   What is the Foreign Language and Area Studies Fellowships Program?**

Under the Foreign Language and Area Studies Fellowships Program, the Secretary awards fellowships, through institutions of higher education, to students who are—

(a) Enrolled for undergraduate or graduate training in a Center or program approved by the Secretary under this part; and

(b) Undergoing performance-based modern foreign language training or training in a program for which performance-based modern foreign language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

**§ 657.2   Who is eligible to receive an allocation of fellowships?**

(a) The Secretary awards an allocation of fellowships to an institution of higher education or to a consortium of institutions of higher education that—

(1) Operates a Center or program approved by the Secretary under this part;

(2) Teaches modern foreign languages under a program described in paragraph (b) of this section; and

(3) In combination with the teaching described in paragraph (a)(2) of this section—

(i) Provides instruction in the disciplines needed for a full understanding of the area, regions, or countries in which the foreign languages are commonly used; or

(ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.

(b) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.

(c) The Secretary uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.

(d) An institution does not need to receive a grant under the National Resource Center Program (34 CFR part 656) to receive an allocation of fellowships under this part.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

**§ 657.3   Who is eligible to receive a fellowship?**

A student is eligible to receive a fellowship if the student—

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

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

(b) Is accepted for enrollment or is enrolled—

(1) In an institution receiving an allocation of fellowships; and

(2) In a program that combines modern foreign language training with—

(i) Area or international studies; or

(ii) Research and training in the international aspects of professional and other fields of study;

(c) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;

(d) Is enrolled in a program of modern foreign language training in a language for which the institution has developed or is developing performance-based instruction;

(e) In the case of an undergraduate student, is in the intermediate or advanced study of a less commonly taught language; or

(f) In the case of a graduate student, is engaged in—

(1) Predissertation level study;

(2) Preparation for dissertation research;

(3) Dissertation research abroad; or

(4) Dissertation writing.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

**§ 657.4   What regulations apply?**

The following regulations apply to this program:

(a) The regulations in 34 CFR part 655.

(b) The regulations in this part 657.

(Authority: 20 U.S.C. 1122)

**§ 657.5   What definitions apply?**

The following definitions apply to this part:

(a) The definitions in 34 CFR 655.4.

(b) *Center* means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational activities, including training in modern foreign languages and various academic disciplines, in its subject area.

(c) *Fellow* means a person who receives a fellowship under this part.

(d) *Fellowship* means the payment a fellow receives under this part.

(e) *Program* means a concentration of educational resources and activities in modern foreign language training and related studies.

(Authority: 20 U.S.C. 1122)

**Subpart B—How Does an Institution or a Student Submit an Application?**

**§ 657.10   What combined application may an institution submit?**

An institution that wishes to apply for an allocation of fellowships and for a grant to operate a Center under 34 CFR part 656 may submit a combined application for both grants to the Secretary.

(Authority: 20 U.S.C. 1122)

**§ 657.11   How does a student apply for a fellowship?**

(a) A student shall apply for a fellowship directly to an institution of higher education that has received an allocation of fellowships.

(b) The applicant shall provide sufficient information to enable the institution to determine whether he or she is eligible to receive a fellowship and whether he or she should be selected to receive a fellowship.

(Authority: 20 U.S.C. 1122)

**Subpart C—How Does the Secretary Select an Institution for an Allocation of Fellowships?**

**§ 657.20   How does the Secretary evaluate an institutional application for an allocation of fellowships?**

(a) The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the quality of the applicant's Center or program. The applicant's Center or program is evaluated and approved under the criteria in §657.21.

(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*.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005]

**§ 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.

(a) *Foreign language and area studies fellowships awardee selection procedures.* The Secretary reviews each application to determine whether the selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.

(b) *Quality of staff resources.* The Secretary reviews each application to determine—

(1) The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students;

(2) The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved; and

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

(c) *Impact and evaluation.* The Secretary reviews each application to determine—

(1) The extent to which the applicant's activities and training programs have contributed to an improved supply of specialists on the program's subject as shown through indices such as undergraduate and graduate enrollments and placement data; and the extent to which the applicant supplies a clear description of how the applicant will provide equal access and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly;

(2) The extent to which the applicant provides an evaluation plan that is comprehensive and objective and that will produce quantifiable, outcome-measure-oriented data; and the extent to which recent evaluations have been used to improve the applicant's program;

(3) The degree to which fellowships awarded by the applicant address national needs; and

(4) The applicant's record of placing students into post-graduate employment, education, or training in areas of national need and the applicant's stated efforts to increase the number of such students that go into such placements.

(d) *Commitment to the subject area on which the applicant or program focuses.* The Secretary reviews each application to determine—

(1) The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad; and

(2) The extent to which the institution provides financial support to students in fields related to the applicant's teaching program.

(e) *Strength of library.* The Secretary reviews each application to determine—

(1) The strength of the institution's library holdings (both print and non-print, English and foreign language) for students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant; and

(2) The extent to which research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases.

(f) *Quality of the applicant's non-language instructional program.* The Secretary reviews each application to determine—

(1) The quality and extent of the applicant's course offerings in a variety of disciplines, including the extent to which courses in the applicant's subject matter are available in the institution's professional schools;

(2) The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant's subject area;

(3) The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training; and

(4) The extent to which interdisciplinary courses are offered for students.

(g) *Quality of the applicant's language instructional program.* The Secretary reviews each application to determine—

(1) The extent to which the applicant provides instruction in the languages of the applicant's subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers;

(2) The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages;

(3) Whether sufficient numbers of language faculty are available to teach the languages and levels of instruction described in the application and the extent to which language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching; and

(4) The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.

(h) *Quality of curriculum design.* The Secretary reviews each application to determine—

(1) The extent to which the applicant's curriculum provides training options for students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality;

(2) The extent to which the applicant provides academic and career advising services for students; and

(3) The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions' study abroad and summer language programs.

(i) *Priorities.* If one or more competitive priorities have been established under §657.22, the Secretary reviews each application for information that shows the extent to which the Center or program meets these priorities.

(Approved by the Office of Management and Budget under control number 1840–0068)

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 70 FR 13375, Mar. 21, 2005; 74 FR 35073, July 17, 2009]

**§ 657.22   What priorities may the Secretary establish?**

(a) The Secretary may establish one or more of the following priorities for the allocation of fellowships:

(1) Specific world areas, or countries, such as East Asia or Mexico.

(2) Languages, such as Chinese.

(3) Levels of language offerings.

(4) Academic disciplines, such as linguistics or sociology.

(5) Professional studies, such as business, law, or education;

(6) Particular subjects, such as population growth and planning, or international trade and business.

(7) A combination of any of these categories.

(b) The Secretary announces any priorities in the application notice published in the *Federal Register*.

(Authority: 20 U.S.C. 1122)

**Subpart D—What Conditions Must Be Met by a Grantee and a Fellow?**

**§ 657.30   What is the duration of and what are the limitations on fellowships awarded to individuals by institutions?**

(a) *Duration.* An institution may award a fellowship to a student for—

(1) One academic year; or

(2) One summer session if the summer session provides the fellow with the equivalent of one academic year of modern foreign language study.

(b) *Vacancies*. If a fellow vacates a fellowship before the end of an award period, the institution to which the fellowship is allocated may reward the balance of the fellowship to another student if—

(1) The student meets the eligibility requirements in §657.3; and

(2) The remaining fellowship period comprises at least one full academic quarter, semester, trimester, or summer session as described in paragraph (a)(2) of this section.

(Authority: 20 U.S.C. 1122)

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

(a) (1) An institution shall award a stipend to fellowship recipients.

(2) Each fellowship includes an institutional payment and a subsistence allowance to be determined by the Secretary.

(3) If the institutional payment determined by the Secretary is greater than the tuition and fees charged by the institution, the institutional payment portion of the fellowship is limited to actual tuition and fees. The difference between actual tuition and fees and the Secretary's institutional payment shall be used to fund additional fellowships to the extent that funds are available for a full subsistence allowance.

(4) If permitted by the Secretary, a stipend awarded to a graduate level recipient may include allowances for dependents and travel for research and study in the United States and abroad.

(5) A stipend awarded to an undergraduate level recipient may include an allowance for educational programs in the United States or educational programs abroad that—

(i) Are closely linked to the overall goals of the recipient's course of study; and

(ii) Have the purpose of promoting foreign language fluency and knowledge of foreign cultures.

(b) The Secretary announces in an application notice published in the *Federal Register*—

(1) The amounts of the subsistence allowance and the institutional payment for an academic year and the subsistence allowance and the institutional payment for a summer session;

(2) Whether travel and dependents' allowances will be permitted; and

(3) The amount of travel and dependents' allowances.

(Authority: 20 U.S.C. 1122)

[61 FR 50202, Sept. 24, 1996, as amended at 74 FR 35073, July 17, 2009]

**§ 657.32   What is the payment procedure for fellowships?**

(a) An institution shall pay a fellow his or her subsistence and any other allowance in installments during the term of the fellowship.

(b) An institution shall make a payment only to a fellow who is in good standing and is making satisfactory progress.

(c) The institution shall make appropriate adjustments of any overpayment or underpayment to a fellow.

(d) Funds not used by one recipient for reasons of withdrawal are to be used for alternate recipients to the extent that funds are available for a full subsistence allowance.

(Authority: 20 U.S.C. 1122)

**§ 657.33   What are the limitations on the use of funds for overseas fellowships?**

(a) Before awarding a fellowship for use outside the United States, an institution shall obtain the approval of the Secretary.

(b) The Secretary may approve the use of a fellowship outside the United States if the student is—

(1) Enrolled in an overseas foreign language program approved by the institution at which the student is enrolled in the United States for study at an intermediate or advanced level or at the beginning level if appropriate equivalent instruction is not available in the United States; or

(2) Engaged during the academic year in research that cannot be done effectively in the United States and is affiliated with an institution of higher education or other appropriate organization in the host country.

(Authority: 20 U.S.C. 1122)

**§ 657.34   Under what circumstances must an institution terminate a fellowship?**

An institution shall terminate a fellowship if—

(a) The fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution; or

(b) The fellow fails to follow the course of study, including modern foreign language study, for which he or she applied, unless a revised course of study is otherwise approvable under this part.

(Authority: 20 U.S.C. 1122)

General Education Provisions Act (GEPA) Section 427

OMB Control No. 1894-0005 (Exp 06/30/2023)

**NOTICE TO ALL APPLICANTS**

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

**To Whom Does This Provision Apply?**

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

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

**What Does This Provision Require?**

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

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

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

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

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

(4) An applicant that proposes a project to increase school safety might describe the special efforts it will take to address concern of lesbian, gay, bisexual, and transgender students, and efforts to reach out to and involve the families of LGBT students

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

**Estimated Burden Statement for GEPA Requirements**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours 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. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

Government Performance and Results Act (GPRA)

**What is GPRA?**

The Government Performance and Results Act of 1993 (GPRA) is a 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.

The following measures will be used to by the Department to evaluate the success of the Foreign Language and Area Studies Fellowships (FLAS) Programs:

**What are the Performance Indicators for the FLAS Program?**

The FLAS Program provides academic year and summer fellowships to institutions of higher education to assist undergraduate and graduate students in foreign language and area or international studies. The Department will use the following measures to evaluate the overall success of the FLAS Program:

1. Percentage of FLAS-graduated fellows who secured employment that utilizes their foreign language and area studies skills within 8 years after graduation, based on the FLAS tracking survey.
2. Percentage of FLAS master’s and doctoral graduates who studied priority languages as defined by the Secretary of Education.
3. Percentage of FLAS fellows who increased their foreign language reading, writing, and/or listening/speaking scores by at least one proficiency level.

The information provided by grantees in their performance reports submitted into IRIS will be the source of data for these measures.

Application Format and Components

## Preparing Your Application

For FY 2022, the NRC and FLAS competitions require you to submit a separate application package into the Grants.gov system for each program.

**Applicants that are requesting funding under only one program** must submit the appropriate application package on Grants.gov using the Assistance Listing Number for the NRC program (84.015A) or the FLAS program (84.015B). All necessary instructions are contained in the application booklet for the related program.

**Applicants that are requesting funding under both programs** must submit two application packages on Grants.gov: one using the Assistance Listing Number for the NRC program (84.015A) and a separate one using the Assistance Listing Number for the FLAS program (84.015B). We encourage applicants to consult the application booklets for both programs. We strongly recommend that you follow these instructions when preparing your application packages:

* Write **only one application (project) narrative** that follows the program-specific guidance in each application booklet, and address the **selection criteria for both** the NRC and FLAS programs.
* Compile **one set** of appendices (List of Courses, Position Descriptions, CVs, Letters of Support) for both the NRC and FLAS programs.
* Prepare a **different** budget for the NRC and FLAS programs that follows to program-specific guidance in each application booklet.
* Review the table below to determine which components must be **adjusted** for each application package.

The following labels will help you determine whether a single version of the components can be used for both applications:

* ID – Components can be identical in both applications.
* AJ – Component is similar in both applications, but you must adjust minor elements like the Assistance Listing Number to match the appropriate program.
* PS – Component must follow program-specific instructions.

| **Application Component** | **NRC Application Package (84.015A)** | **FLAS Application Package (84.015B)** |
| --- | --- | --- |
| Application for Federal Assistance (SF-424) | AJ | AJ |
| ED 524 Budget Information – Section A | PS | PS |
| Grants.gov Lobby Form | ID | ID |
| GEPA 427 Statement | ID | ID |
| ED Supplemental Information for SF-424 | ID | ID |
| Project Abstract | ID | ID |
| Project Narrative (Including List of Acronyms and Table of Contents) | ID | ID |
| Appendices (List of Courses, Position Descriptions, CVs, Letters of Support) | ID | ID |
| Detailed Budget and Budget Narrative | PS | PS |
| Other Attachments (Application Profile Form and Descriptions of Diverse Perspectives and Areas of National Need) | ID | ID |
| Disclosure of Lobby Activities (SF-LLL) | AJ | AJ |

Look for these labels ([ID], [AJ], [PS]) in the name of each application component listed in this section. The headings also indicate where to upload each component in Grants.gov.

## Formatting Your Application

A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides. Page numbers and an identifier (e.g., the applicant’s institution name), may be within the 1” margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be single-spaced and will count toward the recommended page limit. Applicants may use one of the following fonts: Times New Roman,Courier, Courier New or Arial.Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch). However, you may use a 10 point font in charts, tables, figures, and graphs.

The recommended page limit applies to the entirety of the application narrative. The recommended page limit, (50 pages for an institution applicant, or 60 pages for a consortium applicant), does not apply to the Application for Federal Assistance face sheet (SF-424); the supplemental SF-424 form; Budget Information- Non-Construction Programs (ED 524 Section A); the detailed line item budget (ED 524 Section C); the assurances, certifications, and the response to section 427 of the General Education Provisions Act; the project abstract, the table of contents; the list of acronyms, the diverse perspectives/areas of need descriptions, the appendices; and the application profile form.

## SF-424 Application for Federal Assistance [AJ] ([www.Grants.gov](http://www.grants.gov/): Forms)

See the [Instructions for SF-424](#_Instructions_for_SF-424) under the Instructions for Standard Forms section. This form is completed and signed by the applicant organization’s authorized representative.

## ED 524 Budget Summary Section A [PS] ([www.Grants.gov](http://www.grants.gov/): Forms)

The application budget consists of the ED 524 form Section A Budget Summary and a detailed line item budget (Summary C) that provides descriptive notes for all items of costs for which you are requesting FLAS support. The ED 524 form and the budget detail notes must cover the entire 48-month project period. Present the four-year budget detail using the categories used in the ED 524 form: Training Stipends and Total Direct Cost. Additional detailed instructions for U.S. Department of Education Budget Information for Non-Construction Programs (ED 524) are available under the Instructions for Standard Forms section.

## Grants.gov Lobbying Form [ID] ([www.Grants.gov](http://www.Grants.gov): Forms)

This form is completed and signed by the applicant organization’s authorized representative.

## GEPA Section 427 Description [ID]

See the text under General Education Provisions Act (GEPA) Section 427 above.

Section 427 of GEPA requires all applicants for new awards to include in their applications a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted programs for students, teachers, and other program beneficiaries with special needs. The provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

A general description or statement about the applicant institution’s nondiscriminatory hiring policy is **not sufficient** to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

* **Include information in your responses address the relevant selection criteria in the Application (Project) Narrative regarding GEPA section 427.**
* **Upload a separate and detailed description of the institution’s policies that meet the spirit and intent of GEPA 427.**

## Supplemental Information Form for SF-424 [ID]

See the [Instructions for Supplemental Information for SF-424](#_Instructions_for_Department) under the Instructions for Standard Forms section.

## Abstract [ID] ([www.Grants.gov](http://www.grants.gov/): ED ABSTRACT FORM)

The recommended maximum number of pages for the abstract is two pages. An effective abstract will convey how the proposed project directly relates to the purposes and priorities of the program(s) for which you are requesting federal funds. The abstract should summarize the activities and intended outcomes of the project for the FY 2022-2025 grant period. References to previous grants, if applicable, should be limited, as the purpose of the abstract is to introduce the institution(s) to the reviewers and to draw their attention to what you intend to accomplish in this proposed project and the intended impact of the proposed activities.

The abstract should also provide an overview of the applicant’s unique characteristics, including, but not limited to, its mission, world area or thematic focus, the internal and external constituencies it serves, degree programs, faculty and staff resources, scope of area studies, international studies, and language courses; and library resources.

Indicate whether the application addresses FLAS competitive preference priorities in the application (project) narrative, but do not include the actual descriptions/discussions in the abstract. This indication will be helpful to staff during the application screening process.

## Application (Project) Narrative [ID] ([www.Grants.gov](http://www.grants.gov/): Project Narrative Attachment Form

The application (project) narrativeis where you, the applicant, address the selection criteria, priorities, and application requirements that reviewers will use to evaluate your application. We recommend that you limit the application (project) narrativeto no more than 50 pages for a single institution, and to no more than 60 pages for a consortium applicant. For the complete details and standards for the application narrative, please read the FY 2022 NIA published in the *Federal Register.*

### FLAS Selection Criteria

The selection criteria that the reviewers will use to evaluate applications for allocations of **FLAS fellowships** are from 34 CFR part 657, **§657.21**.

We recommend that the Application (Project) Narrative for a FLAS application use the following headings and sequence that follow the **Technical Review Form** (TRF) on pages 95-106 of the application instructions:

|  |  |
| --- | --- |
| 1. Commitment to the Subject Area on Which the Applicant Focuses 2. Quality of the Applicant’s Language Instructional Program | (up to 5 points)  (up to 14 points) |
| 1. Quality of the Applicant’s Non-Language Instructional Program | (up to 14 points) |
| 1. Quality of Curriculum Design 2. Quality of Staff Resources 3. Strength of Library 4. Impact and Evaluation | (up to 13 points)  (up to 13 points)  (up to 6 points)  (up to 25 points) |
| 1. FLAS Awardee Selection Procedures | (up to 10 points) |
| 1. Competitive Preference Priorities | (up to 10 points) |
| **Total points possible** | **(up to 110 points)** |

## Letters of Support [ID] ([www.Grants.gov](http://www.grants.gov/): Other Attachment Form)

* Recommended maximum number of support letters: 5
* Support letters should attest to:
  + The quality and significance of the proposed project
  + The leadership skills and expertise of the project director
  + The potential impact of the project on stakeholders, participants, service area, etc.
  + Soundness of investment of federal funds
  + Additional attributes as appropriate

## List of Courses [ID] ([www.Grants.gov](http://www.grants.gov/): Other Attachment Form)

The list of courses represents the breadth and depth of the area studies courses, international studies courses, and language courses available through the institution. The list of courses should align with/substantiate the information that was presented in the narrative to demonstrate the quality of the institution’s non-language instructional program and language instructional program.

The list of courses in FY 2022 applications should provide the following:

**Timeframe Course Information**

2020-2021: Courses and enrollments

2021-2022: Courses being offered

2022-2023: Courses to be offered

If Title VI funds will be used to support (in full or in part) any courses during the period 2022-2023, please mark those courses with asterisks.

**Recommendations for the List of Courses**

* Include an index to show how the list of courses is organized.
* Indicate the 25% - 100% area studies or international studies content.
* Provide descriptions for area studies courses or international studies courses when the titles do not explicitly convey areas studies or international studies content.
* Include the course credits, if applicable. If institutional policies dictate that certain bur relevant courses may not be credit-bearing, explain why.
* Indicate courses that are cross listed and the departments or programs in which they are cross listed.

## Curriculum Vitae [ID] ([www.Grants.gov](http://www.grants.gov/): Other Attachment Form)

Provide curriculum vitae which include the following information for all faculty who will be contributing time and expertise to the proposed project:

* Department and tenure status
* Education
* Academic experience
* Overseas experience
* Language(s) and level of proficiency
  + ***Note***: include a legend to explain the metric for each proficiency level
* Language pedagogy training
* Instructional content area expertise represented as a percentage
* Number of area studies, international studies, language courses taught
* Research and training specialization
* Number of recent publications
* Number of dissertations and/or theses supervised in the past five years
* Recent Recognitions/Awards/Honors

**Recommendations for the CVs**

* Include an index to show how the curriculum vitae (CVs) are organized.
* Present two CVs per page; the Project Director and the Associate Director CVs may be each be one full page.
* Double-side all CV pages.

## ED 524 Budget Narrative Section C [PS] ([www.Grants.gov](http://www.grants.gov/): Budget: Narrative Attachment Form)

The ED 524 form and the budget detail notes must cover the entire 48-month project period. Additional detailed instructions for U.S. Department of Education Budget Information for Non-Construction Programs (ED 524) are available under the Instructions for Standard Forms section.

**Allocation of Fellowships**. An applicant institution may request an allocation of academic year fellowships and/or summer fellowships in a FLAS budget (training stipends category). The institutional eligibility requirements for receiving an allocation of fellowships are in §657.2 of the FLAS program regulations; the student eligibility requirements for receiving fellowships are in §657.3 of the FLAS program regulations.

* Summer fellowships support intensive language training only and must be used to attend domestic or overseas programs. The training should provide the fellow with the equivalent of one academic year of modern foreign language study.
* Academic year fellowships must be used for study that combines modern foreign language training with area studies, international studies, or the international aspects of professional or other fields of study.
* Academic year fellowships may also be awarded to conduct dissertation research; however, the research must be conducted overseas.
* Each fellowship includes an institutional payment and a subsistence allowance.
* For a FLAS budget, submit ED 524 Section A Summary Budget with the FLAS funds inserted on line 11 (Training Stipends), as well as the detailed FLAS budget.
* A detailed FLAS budget should itemize the academic year fellowships and the summer fellowships as shown below. If a consortium applicant, clearly indicate the number of FLAS fellowships and the amounts requested for each institution in the consortium.

**FY 2022 -2025**

**Academic Year (AY) Graduate Fellowships**

(7) Institutional payment @ $18,000= $126,000

(7) Subsistence allowance @ $20,000= $140,000

**Total AY Graduate Request: $266,000**

**Academic Year (AY) Undergraduate Fellowships**

(4) Institutional payment @ $10,000= $40,000

(4) Subsistence allowance @ $ 5,000= $20,000

**Total AY Undergraduate Request: $60,000**

**Summer Fellowships**

(3) Institutional payment @ $5,000 = $15,000

(3) Subsistence allowance @ $2,500 = $ 7,500

**Total Summer Request: $22,500**

**Total FLAS Amount Requested: $348,500**

Enter $348,500 as the FLAS Request for Year 1, Year 2, Year 3, and Year 4 in cell 11, “Training Stipends”, on the ED 524 form**.**

## Position Descriptions [ID] ([www.Grants.gov](http://www.grants.gov/): Other Attachment Form)

Include position descriptions for prospective project personnel.

## List of Acronyms [ID] ([www.Grants.gov](http://www.grants.gov/): Other Attachment Form)

Include a list of acronyms to identify the administrative units, organizations, entities, etc., referenced throughout the application narrative. So that reviewers are not distracted by the overuse of acronyms, it is advised that you occasionally use the name of the unit, organization, etc., instead of the acronym.

## Diverse Perspectices and Areas of Need [ID] ([www.Grants.gov](http://www.grants.gov/): OTHER ATTACHMENT FORM)

Sec. 602 (e) of the Title VI of the Higher Education Act of 1965, as amended requires that each institution of higher education desiring a grant shall include in the application -

1. An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs (3000 characters); ***and***
2. A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and nonprofit sectors (3000 characters)

**Recommended format for the Diverse Perspectives and Areas of Need descriptions**

* Present both descriptions on one, single-spaced page (each description clearly identified, however); or, use a separate, single-spaced page for each description.
* If a consortium applicant, submit the Diverse Perspectives and the Areas of Need descriptions for the lead institution and each partner institution(s).

## Application Profile Form [ID]

See Application Profile Form below.

## Disclosure of Lobbying Activities [AJ] (SF-LLL)

See Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities under Instructions for Standard Forms below.

# Application Profile Form

NATIONAL RESOURCE CENTERS │Assistance Listing Number 84.015A

FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS │ Assistance Listing Number 84.015B

([www.Grants.gov](http://www.grants.gov/): Other Attachments Form)

**Type of Application** *(check one)*

NRC and FLAS  NRC only  FLAS only

**If Applying for NRC** *(check one)*

Comprehensive NRC  Undergraduate NRC

**Federal Funds Requested** *(complete only for program(s) requested)*

| Program | Year 1 | Year 2 | Year 3 | Year 4 |
| --- | --- | --- | --- | --- |
| **NRC** |  |  |  |  |
| **FLAS** |  |  |  |  |

**Type of Applicant**

Single institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Consortium of institutions

* Lead \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Partner 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Partner 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Partner 3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**World Region Focus:**

An application may focus on a single country or on a world area or on international studies or the international aspects of contemporary issues or topics (see 34 CFR Part 656, §656.4).

|  |  |
| --- | --- |
| Africa | Russia, Eastern Europe, Eurasia |
| East Asia | South Asia |
| International | Southeast Asia |
| Middle East | Western Europe |
| Pacific Islands | Western Hemisphere (Canada, Latin America, Caribbean) |
| Pan Asia |  |

## FLAS-Eligible Languages

Complete only if applying for Foreign Language and Area Studies Fellowships under Assistance Listing Number 84.015B.

A FLAS-eligible language marked “Y” means that the language is currently available at three instructional levels (beginner, intermediate, advanced) and students can apply for fellowships. Languages marked “Y” should be substantiated by the list of courses and the faculty biographical information.

You may request FLAS eligibility for additional languages at any time during the 4-year grant cycle by submitting the justification, course descriptions, and the instructor’s CV.

|  |  |
| --- | --- |
| **Language** | **Eligible Now? (Y/N)** |
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# Application Checklist

* Application for Federal Assistance (SF-424)
  + The institution’s correct DUNS number is entered on form SF-424 (item 8c on the SF-424 form)
  + The form is signed by the applicant’s authorizing official
* Budget Form (ED 524 Section A)
* Grants.gov Certification Regarding Lobbying
* GEPA Section 427 Description
* U.S. Department of Education Supplemental Information for the SF-424 Form
* Abstract
* Application (Project) Narrative (response to the selection criteria and competition priorities), including:
  + Title Page
  + Table of Contents
  + List of Acronyms
  + Appendices
    - List of Courses
    - Position Descriptions
    - Curriculum Vitae
    - Letters of Support
* Budget Narrative (ED 524 Section C)
* Other Attachments
  + Applicant Profile Form
  + Description of Diverse Perspectives and Wide Range of Views in Funded Activities
  + Description of Government Service in Areas of National Need and in Other Employment Sectors
* Lobbying Disclosure Form (SF-LLL) (if applicable; refer to instructions)
* Submit the application electronicallyusing [www.Grants.gov](http://www.grants.gov/)
* Send a copy of the application to the State Single Point of Contact (Executive Order 12372)

Intergovernmental Review of Federal Programs

EXECUTIVE ORDER 12372

This program falls under Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>.

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372-- Assistance Listing Number # [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200, 400 Maryland Avenue SW, Washington, DC 20202.

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

**Important note:** The above address is used to submit comments about the EO 12372 only. Do not submit your applications to this address. Applications are submitted to the State Point of Contact.

Instructions for Standard Forms (Checklist)

* Application for Federal Assistance (SF-424)
* Department of Education Supplemental Form for the SF-424
* Department of Education Budget Summary Form (ED 524)
* Disclosure of Lobbying Activities (SF-LLL)

## Instructions for 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.

* 1. **Type of Submission:** (Required) Select one type of submission in accordance with agency instructions.
* Pre-application
* Application
* 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.
  1. **Type of Application:** (Required) Select one type of application in accordance with agency instructions.
* New – An application that is being submitted to an agency for the first time.
* Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.
* Revision - Any change in the federal government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.

1. Increase Award
2. Decrease Award
3. Increase Duration
4. Decrease Duration
5. Other (specify)
   1. **Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
   2. **Applicant Identifier:** Enter the entity identifier assigned by the Federal agency, if any, or the applicant’s control number if applicable.

5a. **Federal Entity Identifier:** Enter the number assigned to your organization by the Federal agency, if any.

5b. **Federal Award Identifier:** 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.

1. **Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
2. **State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
3. **Applicant Information:** Enter the following in accordance with agency instructions:
   1. **Legal Name**: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting: [www.Grants.gov](http://www.grants.gov/).
   2. **Employer/Taxpayer Number (EIN/TIN)**: (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.
   3. **Organizational DUNS:** (Required) Enter the organization’s DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the [Grants.gov](http://www.grants.gov/) website.
   4. **Address:** 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).
   5. **Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable**)** that will undertake the assistance activity, if applicable.
   6. **Name and contact information of person to be contacted on matters involving this application**: 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.
4. **Type of Applicant:** (Required) Select up to three applicant type(s) in accordance with agency instructions.
   * + 1. State Government
       2. County Government
       3. City or Township Government
       4. Special District Government
       5. Regional Organization
       6. U.S. Territory or Possession
       7. Independent School District
       8. Public/State Controlled Institution of Higher Education
       9. Indian/Native American Tribal Government (Federally Recognized)
       10. Indian/Native American Tribal Government (Other than Federally Recognized)
       11. Indian/Native American Tribally Designated Organization
       12. Public/Indian Housing Authority
       13. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
       14. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
       15. Private Institution of Higher Education
       16. Individual
       17. For-Profit Organization (Other than Small Business)
       18. Small Business
       19. Hispanic-serving Institution
       20. Historically Black Colleges and Universities (HBCUs)
       21. Tribally Controlled Colleges and Universities (TCCUs)
       22. Alaska Native and Native Hawaiian Serving Institutions
       23. Non-domestic (non-US) Entity
       24. Other (specify)
5. **Name Of Federal Agency:** (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
6. **Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
7. **Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as if applicable.
8. **Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
9. **Areas Affected By Project:** 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.
10. **Descriptive Title of Applicant’s Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
11. **Congressional Districts Of:** (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 – 2-3 characters District Number, e.g., CA-12 for California 12th district, NC-103 for North Carolina’s 103rd district.

* If all congressional districts in a state are affected, enter “all” for the district number, e.g., MD-all for all congressional districts in Maryland.
* If nationwide, i.e. all districts within all states are affected, enter US-all.
* If the program/project is outside the US, enter 00-000.

1. **Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
2. **Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
3. **Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Selectthe appropriate box. If “a.” is selected, enter the date the application was submitted to the State.
4. **Is the Applicant Delinquent on any Federal Debt?** (Required)Selectthe 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.

If yes, include an explanation on the continuation sheet.

1. **Authorized Representative:** (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.

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.)

## 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 notplanned 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.

Public Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (20 USC 3474 General Education Provisions Act). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact the U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20210-4537 directly.

## 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**](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)

## Instructions for U.S. Department of Education Budget Information for Non-Construction Programs (ED 524)

**General Instructions**

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations cited within these instructions at: <https://www.ecfr.gov/current/title-34/subtitle-A/part-75?toc=1>. You may access requirements from 2 CFR 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” cited within these instructions at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

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

**Section A - Budget Summary**

**U.S. Department of Education Funds**

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

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

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

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

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

**Indirect Cost Information:**   
If you are requesting reimbursement for indirect costs on line 10 the indirect cost rate to be charged to the grant must be entered in the applicable field on line 10, and the following information is to be completed by your Business Office.

(1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government. If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages (complete (4) of this section when using the temporary rate) subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), provide a copy of your Indirect Cost Rate Agreement and indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you check “no” in (1), indicate in (3) if you want to use the de minimis rate of 10 percent of MTDC (see 2 CFR 200.68). If you use the de minimis rate, you are subject to the provisions in 2 CFR 200.414(f). Note, you may only use the 10 percent de minimis rate if you are a first time Federal grant recipient, and you do not have an Approved Indirect Cost Rate Agreement. You may not use the de minimis rate if you are a State, Local government, or Indian Tribe, or if your grant is funded under a training rate or restricted rate program.

(5): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank if this item is not applicable.

(6): For Training Rate Programs, ED regulations limit **non-governmental entities** to the recovery of indirect costs on training grants to the grantee’s actual indirect costs, as determined by its negotiated rate agreement, or 8 percent of a MTDC, whichever is lower (see EDGAR 75.562(c)(4)). The 8 percent limit also applies to cost-type contracts under grants, if these contracts are for training as defined in EDGAR 75.562(a). If a **non-governmental entity** that receives a grant under a training grant program does not have an approved indirect cost rate and wants to recover indirect costs, it may use a temporary rate of 10 percent of budgeted direct salaries and wages, but it must submit an indirect cost rate proposal to its cognizant agency for indirect costs within 90 days after ED issues the GAN. After the 90-day period, the government entity may not change its grant for indirect costs until it has negotiated an indirect cost rate agreement.

**Section B - Budget Summary**

**Non-Federal Funds**

If you are required to provide or volunteer to provide matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1‑11 of Section B, Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

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

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

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

**Section C - Budget Narrative [Attach separate sheet(s)]**

**Pay attention to applicable program specific instructions, if attached**.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
   1. The specific costs or contributions by budget category;
   2. The source of the costs or contributions; and
   3. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

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

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

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

1. Provide other explanations or comments you deem necessary.

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0008. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to the Office of Finance and Operations, Office of Grants Administration, Grants Policy and Training Division, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

## Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up 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.

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number.  The valid OMB control number for this information collection is 1840-0807.  Public reporting burden for this collection of information is estimated to average 105 hours 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.  The obligation to respond to this collection is required to obtain or retain benefits per the Code of Federal Regulations, Title 34, Chapter VI, Parts 655 and 657*.*

If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact National Resource Centers and Foreign Language and Area Studies Fellowships Programs, U.S. Department of Education, 400 Maryland Avenue SW, Mailstop 258-40, Washington, DC, 20202 directly.

Frequently Asked Questions

Answers to Frequently Asked Questions (FAQ) for both the FLAS and National Resource Center (NRC) programs are available on the NRC program website: <https://www2.ed.gov/programs/iegpsnrc/faq.html>.

Technical Review Form (TRF)

**Foreign Language and Area Studies Fellowships (FLAS)**

**Assistance Listing Number 84.015B**

## Cover Sheet

This technical review form is used to evaluate applicants for the Foreign Language and Area Studies Fellowships program. Please transfer the scores from the inside pages to the correct columns on this cover sheet.

|  |  |
| --- | --- |
| **Applicant:** |  |
| **World Area:** |  |
| **FLAS PR Number (84.015B):** |  |
| **Reader:** |  |

| SELECTION CRITERIA | Maximum Possible Points | FLAS Applicant Scores |
| --- | --- | --- |
| 1. Commitment to the subject area on which the applicant focuses | 5 |  |
| 1. Quality of the applicant’s language instructional program | 14 |  |
| 1. Quality of the applicant’s non-language instructional program | 14 |  |
| 1. Quality of curriculum design | 13 |  |
| 1. Quality of staff resources | 13 |  |
| 1. Strength of library | 6 |  |
| 1. Impact and evaluation | 25 |  |
| 1. FLAS awardee and selection procedures | 10 |  |
| Sub-total | 100 |  |
| 1. Competitive preference priorities | 10 |  |
| TOTAL POINTS | 110 | *Reader’s Score* |

A. Commitment to the Subject Area on Which the Applicant Focuses (up to 5 points)

1. For all FLAS applicants: The extent to which the institution provides financial and other support to the operation of the applicant, teaching staff for the applicant's subject area, library resources, and linkages with institutions abroad, and financial support to qualified students in fields related to the applicant’s teaching program.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

SUMMARY A: Commitment to the subject area on which the applicant focuses  
TOTAL FLAS SCORE: X of 5

|  |  |  |
| --- | --- | --- |
| Criterion A Summary | 1 | Total |
| Score |  |  |

B. Quality of the applicant’s Language Instructional Program (up to 14 points)

1. For all FLAS applicants: The extent to which the applicant provides instruction in the languages of the applicant’s subject area and the extent to which students enroll in the study of the languages of the subject area through programs or instruction offered by the applicant or other providers.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

1. For all FLAS applicants: The extent to which the applicant provides three or more levels of language training and the extent to which courses in disciplines other than language, linguistics, and literature are offered in appropriate foreign languages.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

1. For all FLAS applicants: Sufficient numbers of language faculty are available to teach the languages and the levels of instruction described in the application and language teaching staff (including faculty and instructional assistants) have been exposed to current language pedagogy training appropriate for performance-based teaching.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

1. For all FLAS applicants: The quality of the language program as measured by the performance-based instruction being used or developed, the adequacy of resources for language teaching and practice, and language proficiency requirements.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

SUMMARY B. Quality of the applicant’s language instructional program  
TOTAL FLAS SCORE: X of 14

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criterion B Summary | 1 | 2 | 3 | 4 | Total |
| Score |  |  |  |  |  |

C. Quality of the applicant’s non-language instructional program (up to 14 points)

1. For all FLAS applicants: The quality and extent of the applicant’s course offerings in a variety of disciplines, including the extent to which courses in the applicant’s subject matter are available in the institution’s professional schools.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

1. For all FLAS applicants: The extent to which the applicant offers depth of specialized course coverage in one or more disciplines on the applicant’s subject area.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

1. For all FLAS applicants: The extent to which the institution employs a sufficient number of teaching faculty to enable the applicant to carry out its purposes and the extent to which instructional assistants are provided with pedagogy training.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

4. For all FLAS applicants: The extent to which interdisciplinary courses are offered for students (undergraduate and graduate).

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

SUMMARY C. Quality of the applicant’s non-language instructional program  
TOTAL FLAS SCORE: X of 14

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criterion C Summary | 1 | 2 | 3 | 4 | Total |
| Score |  |  |  |  |  |

D. Quality of Curriculum Design (up to 13 points)

1. For all FLAS applicants: The extent to which the applicant’s curriculum provides training options for students from a variety of disciplines and professional fields and the extent to which these programs and their requirements (including language requirements) are appropriate for an applicant in this subject area and result in graduate training programs of high quality.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

1. For all FLAS applicants: The extent to which the applicant provides academic and career advising services for students.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

1. For all FLAS applicants: The extent to which the applicant has established formal arrangements for students to conduct research or study abroad and the extent to which these arrangements are used; and the extent to which the institution facilitates student access to other institutions’ study abroad and summer language programs.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

SUMMARY D. Quality of curriculum design  
TOTAL FLAS SCORE: X of 13

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion D Summary | 1 | 2 | 3 | Total |
| Score |  |  |  |  |

E. Quality of Staff Resources (up to 13 points)

* 1. For all FLAS applicants: The extent to which teaching faculty and other staff are qualified for the current and proposed activities and training programs, are provided professional development opportunities (including overseas experience), and participate in teaching, supervising, and advising students.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* 1. For all FLAS applicants: The adequacy of applicant staffing and oversight arrangements and the extent to which faculty from a variety of departments, professional schools, and the library are involved.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* 1. For all FLAS applicants: As part of its non-discriminatory employment practices, the applicant encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

SUMMARY E. Quality of staff resources   
TOTAL FLAS SCORE: X of 13

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criterion E Summary | 1 | 2 | 3 | Total |
| Score |  |  |  |  |

F. Strength of Library (up to 6 points)

* + - 1. For all FLAS applicants: The strength of the institution's library holdings (both print and non-print, English and foreign language) for students; and the extent to which the institution provides financial support for the acquisition of library materials and for library staff in the subject area of the applicant.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

* + - 1. For all FLAS applicants: Research materials at other institutions are available to students through cooperative arrangements with other libraries or on-line databases.

(FLAS Applicants: up to 3 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 3

SUMMARY F. Strength of library  
TOTAL FLAS SCORE: X of 6

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion F Summary | 1 | 2 | Total |
| Score |  |  |  |

G. Impact and Evaluation (up to 25 points)

1. For all FLAS applicants: The applicant’s activities and training programs have contributed to an improved supply of specialists on the program’s subject area as shown through indices such as undergraduate and graduate enrollments and placement data.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* + - 1. For all FLAS applicants: The applicant provided information to demonstrate its record of placing students into post-graduate employment, education, or training in areas of national need and the applicant’s stated efforts to increase the number of such students that go into such placements.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* + - 1. For all FLAS applicants: Fellowships awarded by the applicant address national needs.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* 1. For all FLAS applicants: The applicant provided an evaluation plan that is comprehensive and objective, is likely to produce quantifiable, outcome-measure-oriented data, and shows that recent evaluation plans have been used to improve the applicant’s programs.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

* 1. For all FLAS applicants: The applicant provided a clear description of how the applicant will provide equal access for and treatment of eligible project participants who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, persons with disabilities, and the elderly.

(FLAS Applicants: up to 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

SUMMARY G. Impact and evaluation  
TOTAL FLAS SCORE: X of 25

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Criterion G Summary | 1 | 2 | 3 | 4 | 5 | Total |
| Score |  |  |  |  |  |  |

H. FLAS Awardee Selection Procedures (up to 10 points)

For all FLAS applicants: The selection plan is of high quality, showing how awards will be advertised, how students apply, what selection criteria are used, who selects the fellows, when each step will take place, and how the process will result in awards being made to correspond to any announced priorities.

(FLAS Applicants: up to 10 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 10

SUMMARY H. FLAS awardee selection procedures  
TOTAL FLAS SCORE: X of 10

|  |  |  |
| --- | --- | --- |
| Criterion H Summary | 1 | Total |
| Score |  |  |

I. Competitive Preference Priorities (up to 10 points)

For all FLAS applicants: For FY 2022, these priorities are competitive preference priorities for the FLAS competition. The applicant may receive an additional five points depending on how well the application meets Competitive Preference Priority 1, and an additional five points depending on how well the application meets Competitive Preference Priority 2. An application may receive a total of 10 additional points under the Competitive Preference Priorities.

1. . FLAS Competitive Preference Priority 1: Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, who demonstrate financial need as indicated by the students’ expected family contribution, as determined under part F of title IV of the HEA. This need determination will be based on the students’ financial circumstances and not on other aid.

(FLAS Applicants: 0 or 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

1. . FLAS Competitive Preference Priority 2: Applications that propose to award at least 25 percent of academic year FLAS fellowships in modern foreign languages other than French, German, and Spanish.

(FLAS Applicants: 0 or 5 points)

STRENGTHS:

WEAKNESSES:

FLAS Points Awarded: X of 5

SUMMARY I. Competitive preference priorities  
TOTAL FLAS SCORE: X of 10

|  |  |  |  |
| --- | --- | --- | --- |
| Competitive Preference Priorities Summary | 1 | 2 | Total |
| Score |  |  |  |