

**FY 2010 National Resource Centers Program Application
Technical Assistance Responses**

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1. Abstract

Are we allowed to single-space the project abstract, and does the abstract count towards our page limit?

Yes, applicants are allowed to single space the **one page** abstract, which does not count towards the application narrative page limit set forth in the Federal Register announcement (45 pages, single institution; 55 pages, consortium).

What information should we include in the abstract?

The abstract gives the reader an overview of your center or program for context but also introduces the activities that you propose to accomplish with Title VI support during the 2010-2013 grant cycle. See page 11c of application package.

Abstract tips:

- Insert a header on the abstract page that identifies the institution/center/program.
- Be sure all dates and program information in your abstract are up to date.

2. Table of Contents (TOC)

What advice can you give for making the TOC reader-friendly?

You should reference all required components of the application in the TOC. To make it easy for readers to find sections of the narrative, use key words from each selection criterion as section headings in the TOC. It is a best practice for the narrative portion of the application to be laid

out in the same order as the technical review form. This makes the reading and scoring process much easier for the peer reviewers.

The TOC does not count towards the application narrative page limit (45 pages single institution; 55 pages consortium).

Can we include an acronyms list and will that count towards the page limit?

Yes, you can include an acronym list and it will not count towards the page limit.

3. Tables, Graphs, Charts

Do we have to double-space the information in tables, graphs, and charts?

No. Information in tables, graphs, and charts may be single-spaced. But remember: tables; graphs; and charts in the project narrative count toward the page limit.

What is the allowable font size for tables, graphs, and charts?

You may use a 10-point font. However, the font must be one of the mandatory fonts listed in the closing date notice. Please refer to the Federal Register notice for guidance regarding fonts and font sizes.

Tip: If you use color for tables, graphs, charts, be sure that you submit the original plus 3 copies so that all reviewers have a color copy.

4. Description of Diverse Perspectives and Wide Range of View

Will the reviewers evaluate our descriptions?

The reviewers will read the descriptions, but the descriptions are not scored under the selection criteria.

Are the descriptions included in the page limit for the application narrative? No

5. General Education Provisions Act Statement

If we include our institution's non-discriminatory statement in the application, is this sufficient to respond criteria 6C and 9B?

No, because the institution's statement might not address the selection criteria adequately. You should provide a narrative response within the narrative **and** provide a cross reference to the official statement included elsewhere in the application. (For your response to criterion 9B, you can cross reference to the response to 6C.)

6. Course Lists

Which timeframes and information are covered in the course lists?

2008-2009 Courses offered and enrollments
2009-2010 Courses being offered
2010-2011 Courses to be offered

**It is allowable to provide enrollments for the 2009-2010 courses.

May two different applications from the same institution (e.g., for Middle East and South Asia programs) include the same courses in their course lists, if those courses are relevant to their regional or area coverage?

Yes. It is appropriate to include all courses that are related to/relevant to your Center's training programs.

Similarly, two different applications from the same institution may include faculty bios for shared faculty. However, if both applications' budgets request NRC funds to support the same faculty line, the total percentage between the two budgets should not exceed 50 percent for an area studies position. If the full salary is \$80,000 for example, then each center may put \$20,000 on their respective budget for a total NRC request of \$40,000 for the position.

7. Budget Forms and Budget Detail, Allowable Costs

Are we required to submit a four-year detailed budget, in addition to the ED 524 forms?

Yes. See the instructions on page 11c for guidance for presenting the NRC and FLAS detailed budgets, as applicable. The budget detail (costs and descriptions) pages are not included in the application narrative page limit.

May we include membership fees on the NRC budget?

Yes. Under the OMB Circular A-21 Cost Principles, the institution's membership fees and professional activity costs are allowable if the organization, language association, etc., are directly related to the NRC grant activities.

Is it allowable to use NRC funds to pay tuition remission for students working on grant activities?

Please refer to the following language from the OMB Circular A-21 Cost Principles: 41. *Scholarships and student aid costs.*

a. Costs of scholarships, fellowships, and other programs of student aid are allowable only when the purpose of the sponsored agreement is to provide training to selected participants and the charge is approved by the sponsoring agency. However, tuition remission and other forms of compensation paid as, or in lieu of, wages to students performing necessary work are

allowable provided that: (1) there is a bona fide employer-employee relationship between the student and the institution for the work performed; (2) the tuition or other payments are reasonable compensation for the work performed and are conditioned explicitly upon the performance of necessary work; and (3) it is the institution's practice to similarly compensate students in nonsponsored as well as sponsored activities.

b. Charges for tuition remission and other forms of compensation paid to students as, or in lieu of, salaries and wages shall be subject to the reporting requirements stipulated in Section J.8, and shall be treated as direct or F&A cost in accordance with the actual work being performed. Tuition remission may be charged on an average rate basis.

The CDN provides the estimated average size of an award and the estimated range of an award. Which should we use as a guide for our NRC budget?

The estimated "average size" is probably the better reference point. Regardless of which estimated amount you use as a guide, your budget should provide sufficient program detail and flexibility to respond to possible budget changes while maintaining the integrity of the core program.

How much funding can applicants request from Title VI to support LCTLs? Is there a maximum amount? Or, do we use percentages?

For LCTLs, you are allowed to request 100 percent of the language instructor's salary to be supported with NRC funds.

8. Evaluation

Will the reader panels include an evaluation expert since additional points have been added to the evaluation and impact criterion which is now worth 30 points?

The reader panels will include area studies and language specialists, some of whom may have experience with program evaluation. The Department will provide a thorough orientation to the reviewers about all selection criteria including enhanced guidance on assessing the evaluation plan narrative.

Do you have a list of evaluation specialists who may be available to assist NRCs with program evaluation?

No. We do not maintain such a list.

9. Official Funding Opportunity Numbers and Titles

What are the Funding Opportunity Numbers and Titles that should be inserted in block #11 of the ED 424 form?

For NRC:

Number = ED-GRANTS-020210-003

Title = National Resource Centers (NRC) Program

For FLAS:

Number = ED-GRANTS-020210-004

Title = Foreign Language and International Studies (FLAS) Program

What is the Competition Identification number that should be inserted into block #13 in the SF-424 page?

For NRC: 84.015A and For FLAS: 85.015B

***If you are applying for both the NRC and FLAS programs, you should list both of the programs in the respective blocks in the SF-424 form.*

10. Objectives Appendix for Proposed NRC and FLAS Projects

How detailed and how long should the new appendix be?

Applicants are advised to present a few key, time-phased and measurable objectives. In deciding what to include in this appendix ask whether the objective captures the impact created by conducting the set of projects, activities, or development efforts related to that objective.

Is there some particular format that would be most useful to follow?

No, as long as it is clear. For each objective you cite, you should provide a major result for that objective.

Should it be at the level of each initiative and project or should this be a summary of larger objectives like all course development, all workshops, etc?

It is not necessary to include an objective for every single initiative in the grant. Rather, as stated previously, you should present key objectives that you expect to accomplish. You can decide how to categorize your objectives, i.e., objectives related to course development, filling disciplinary gaps, outreach, specific target groups, assessment, etc.

Another helpful hint is to see how the objectives align with the broad strokes outlined in the abstract. The abstract introduces the readers to what you hope to accomplish over the next four years. The objectives appendix should relate clearly to the abstract and the application narrative.

11. General Appendices Question

Can we include appendices - such as letters of support - in the application we submit even if they are not required?

You can include other appendices in addition to those listed on page 12c of the application packet, but the instructions given to the peer reviewers who will be scoring the applications will

be to base their scores on the required components of the application as detailed in the application packet only.

12. General Application Submission and Formatting Questions

Will an electronic as well as paper copy be required?

Electronic formats of your application are not required. Also, please do not e-mail your application to the International Education Programs Service (IEPS) at US/ED. Submit applications to the Application Control Center only. ** Application Transmittal Instructions are on pages 9c and 10c of the application package.

** If using a commercial courier service such as FEDEX, the phone number to insert on the forms is (202) 245-6288.

May we include a title page for our application, in addition to the required 424 Form?

Yes.

Can/should the document be bound?

Use large binder clips to hold the application together, and we ask that you do not bind them (spiral binding, GBC binding, etc.). **Not binding them makes it easier for program staff to process as well as for the reader-handling during the review process.**

Are we allowed to use a different size margin and font size in the appendices?

The PAGE LIMIT standards prescribed on pages 10 and 11 of the closing date notice apply to the application narrative. Please see pages 11c and 12c of the application package.

May we use headers and footers, e.g., name of institution and center, on the application narrative pages, as long as we stay within the 1" margin?

Yes.