

Archived Information

European Union-United States Atlantis Program

Fiscal Year 2008

**APPLICATION FOR GRANTS
(CFDA NUMBER: 84.116J)**

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

CLOSING DATE: April 2, 2008



Forms Approved: OMB No. 1840-0636, Expiration Date: 11/30/2009
and OMB No. 1840-0785, Expiration Date: 06/30/2009

Dear Applicant:

Thank you for your interest in applying for a grant under the European Union – United States (EU-U.S.) Atlantis Program. This program is administered jointly by the U.S. Department of Education’s Fund for the Improvement of Postsecondary Education (FIPSE) and the European Commission’s Directorate General for Education and Culture (DG EAC). The EU-U.S. Atlantis Program is designed to assist colleges and universities in the United States and the European Union in developing and offering joint or dual degrees, integrated curricula with short-term study abroad, and policy studies

The origin of European Union-United States cooperation in education and training dates from the Transatlantic Declaration on EU-U.S. Relations adopted in November 1990. In 1993, a two-year exploratory phase of cooperation was launched and the experience gained during this period provided the basis for a formal EU-U.S. Cooperation Agreement signed in June 1995. Since that time a total of 121 transatlantic consortia have been funded involving more than 740 European and United States institutions of higher education and vocational education and training. More than 4500 U.S. and EU students have completed programs of study abroad with these consortia projects.

This letter highlights a few items in the 2008 instructions document that will be important to applicants in the United States. You should review the entire application package carefully before preparing and submitting your application. The Department requires that for FY 2008 you submit applications for the EU-U.S. Atlantis Program electronically through the portal page at: <http://www.grants.gov>.

The application must be submitted on or before the closing date of **April 2, 2008** unless you follow the procedures in the Federal Register Notice and qualify for an exception to the electronic submission requirement. We suggest that you submit your electronic application at the portal page several days before the closing date. The Department is required to enforce the established deadline to ensure fairness to all applicants. Please note that grants.gov does not allow applicants to “un-submit” applications. If you discover that changes or additions are needed once your application has been accepted and validated by the Department but prior to the closing date, you must “re-submit” the application. If you submit duplicate applications, we will accept and process the application with the latest “date/time received” validation. If you think you may need an exception you are urged to review the requirements promptly.

The notice published in the Federal Register contains specific information governing page limits. You should note that the Federal Register Notice is the official document and that you should not rely on any information inconsistent with that. Again, thank you for your interest in the EU-U.S. Atlantis Program.

Sincerely,

/signed/

Ralph Hines

Acting Director, Fund for the Improvement of Postsecondary Education (FIPSE)

2008 CDN Atlantis final text

EU-U.S. ATLANTIS PROGRAM--2008

GUIDELINES AND APPLICATION INFORMATION

1. Introduction

The European Community-United States of America Cooperation Agreement in Higher Education and Vocational Education and Training aims primarily to promote understanding between the peoples of the European Union and the United States of America and improve the quality of their human resource development. The Cooperation Agreement includes the Fulbright-Schuman scheme administered by the U.S. Department of State and the European Commission. The other cooperation actions in the field of higher education and vocational training are grouped under the title of “Atlantis” (Actions for Transatlantic Links and Academic Networks for Training and Integrated Studies). Atlantis is jointly funded by the European Commission and U.S. Department of Education’s Fund for the Improvement of Postsecondary Education (FIPSE). The European Commission has entrusted the implementation of Atlantis to the Education, Audiovisual, and Culture Executive Agency (hereafter referred to as the Agency). The following guidelines describe Atlantis actions (hereafter referred to as Atlantis).

There are three main “actions” under Atlantis:

ACTION 1 – Transatlantic Degree Consortia Projects

This Action provides support for consortia of EU and U.S. higher education institutions (hereafter called “consortium or consortia”) to implement dual/double or joint degree programs referred to in the present document as “Transatlantic Degrees”. Support includes grants for students and members of the academic and administrative staff (“faculty”).

ACTION 2 - Excellence in Mobility Projects

This Action provides funding for international curriculum development projects that involve short-term transatlantic mobility not directly related to award of a joint or dual/double degree. FIPSE and the European Commission encourage the application of projects funded under previous EU-US programs or other sources. Consortia applying for such a project are expected to have a solid experience in transatlantic cooperation and exchanges. The European Commission and FIPSE issue a special invitation for proposals that have a defined and designated curricular focus. Details on this focus are in section 5. Support includes mobility grants for students and members of the academic and administrative staff (“faculty”).

ACTION 3 - Policy-oriented Measures

This Action provides support to multilateral EU-U.S. projects and activities designed to enhance collaboration in the higher education and vocational training field.

The main focus of Atlantis is on supporting innovative projects for cooperation in the higher education field, including vocational training, which are designed to develop and implement double or joint “transatlantic degrees” for students in the EU and U.S. The program may also support projects to promote other forms of EU-U.S. cooperation in higher education and vocational training, including mobility projects and policy-oriented measures.

The origin of EU-U.S. cooperation in education and training dates from the 1990 Transatlantic Declaration on EU-U.S. Relations. Following a two-year exploratory phase (1993-95), two Cooperation Agreements between the European Community and the United States signed in 1995 and 2000 enabled a total of 107 transatlantic consortia to be funded, involving 726 European and United States institutions of higher education and vocational education and training. More than 4000 U.S. and EU students were involved with these consortia projects and have participated in the study abroad programs.

The third agreement became effective in 2006 for program support until 2013. The agreement moves the EU-U.S. Program in a new direction. From implementing small curriculum components among consortia composed of six partners, the program now pursues the more ambitious aim of implementing joint or dual transatlantic undergraduate degrees within a smaller consortium. The rationale for this is that the growing pace of global interconnectedness in virtually all aspects of human life means that our postsecondary institutions must rethink how best to prepare students for a lifetime of work that will, in all likelihood, be in an international environment. In doing so, the European Commission and FIPSE intend to support collaborative projects that can contribute to innovation and to the acquisition of skills required to meet the challenges of the global knowledge-based economy. The most successful colleges and universities of the future will increasingly define themselves as international in terms of their educational and training activities and the demographic profile of their faculty and students. In the EU-U.S. context, Atlantis seeks to address this challenge by developing and testing a more integrated form of international education: transatlantic dual or joint degrees. By implementing transatlantic degree programs that provide students with an education in the United States and in Europe, we will be helping to create an environment in which professional skills and language capability will better prepare students to participate in the workforce and meet the social challenges of the 21st century.

The agreement also provides opportunities for funding policy-oriented measures and for supporting consortia with proven track record for shorter-term mobility. Details on each of the three options are provided below.

Two new features of the 2008 call for proposals

The first new feature of the 2008 call for proposals is a special invitation for the Excellence in Mobility Projects to include a focused and designated curriculum in the form of a certificate or concentration within an established program of study. We also issue a special invitation to U.S. community colleges and their EU counterparts to apply for a mobility grant. More details are given below

A second new optional feature of the 2008 competition is the inclusion of a second U.S. partner institution for the transatlantic degree grants. A larger budget will be awarded for such a grant. See more details below in section 5.

2. What are the objectives of Atlantis?

The objectives of the Atlantis program are same as those of the 2006-2013 agreement and are divided into general, specific, and operational categories.

The general objectives shall be to:

promote mutual understanding between the peoples of the European Community and the United States of America including broader knowledge of their languages, cultures and institutions;

and improve the quality of human resource development in both the European Community and the United States of America, including the acquisition of skills required to meet the challenges of the global knowledge-based economy;

The specific objectives shall be to:

enhance collaboration between the European Union and the U.S. in the domains of higher education and vocational training;

contribute to the development of higher education and vocational training institutions;

contribute to individual participants' personal development for their own sake and as a way to achieve the general objective of the program;

and contribute to transatlantic exchanges between EU and U.S. citizens.

The operational objectives shall be to:

support collaboration between higher education and vocational training institutions with a view to promoting joint study programs and mobility;

improve the quality of transatlantic student mobility by promoting transparency, mutual recognition of qualifications and periods of study and training, and, where appropriate, portability of credits;

support collaboration between public and private organizations active in the field of higher education and vocational training with a view to encouraging discussion and exchange of experience on policy issues; and

support transatlantic mobility of professionals with a view to improving mutual understanding of issues relevant to EU-U.S. relations.

3. What is the proposed timetable for 2008?

January 2008	Publication of the call for proposals
2 April 2008	Deadline for submission of applications
April 2008	Assessment of applications by independent experts
May 2008	Joint selection by European Commission and FIPSE
June/July 2008	Awarding of grants
Sept./October 2008	Start of project activities

Applications must reach the Agency and FIPSE no later than 2 April 2008. Please read carefully section 13 of this call for proposals concerning the procedures for submitting applications. Late applications will be ineligible.

For EU applicants only:

Activities must start between 1 September 2008 and 31 December 2008. Activities must end before 31.12.2012.

The maximum duration of projects varies between 24 and 48 months depending on the action.

Transatlantic Degree projects	48 months
Excellence in Mobility	48 months
Policy oriented Measures	24 months

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 6 months may be granted, if requested before the deadline specified in the agreement.

The intention is to inform applicants of the outcome of the selection procedure no later than the month of July 2008. It is planned that beneficiaries will receive their agreements for signature in July/August 2008.

4. What is the budget available for 2008?

For EU institutions, the budget available amounts to approximately EUR 4.2 million. The largest portion of this will be devoted to Action 1- Transatlantic Degree Projects. For U.S. institutions comparable funding will be provided. U.S. new and continuing awards are made pending annual congressional appropriations. For details on funding amounts for the different type of projects please refer to section 9.

5. Who is eligible for funding and what constitutes a consortium?

5.1. General Eligibility

Atlantis is based on the development of a multilateral consortium of postsecondary higher education educational institutions or organizations in the United States and in the Member States of the European Union. For the purpose of this action:

“higher education institution” means any recognized establishment according to the applicable laws or practices that offers qualifications or diplomas at the higher education level, whatever such establishment may be called;

“vocational education and training institution” means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes vocational education or training, further vocational training, refresher vocational training or retraining; and

“student” means any person following learning or training courses or programs leading to degree completion that are run by higher education or vocational education and training institutions.

5.2. Eligible consortia

A consortium applying for the Atlantis program must meet the following membership criteria. FIPSE and DGEAC recommend only the minimum numbers for the degree and mobility applications. There is no competitive advantage for more members and no additional budget.

- Transatlantic Degree Projects must include one of two membership options:
 - 1) a minimum of one U.S. institution and two EU institutions from different EU Member States or
 - 2) a minimum of two U.S. institutions (from the same or different states) and two EU institutions from different EU Member States.
- Excellence in Mobility projects must include at least two U.S. institutions (from the same or different states) and two EU institutions from different EU Member States. Additional partners above the minimum number do not increase the budget.
- Policy-oriented Measures must include at least two U.S. institutions (from the same or different states) and two EU institutions from different EU Member States. Additional partners above the minimum number do not increase the budget.

For a table of membership requirements and funding amounts see Section 9.

Membership may include higher education and/or vocational education and training institutions or organizations (including industry and business groups, non-governmental organizations, publishers, government departments, chambers of commerce, and research institutes).

All consortia must have a non-profit lead institution or organization in the European Union and in the United States responsible for submitting the common proposal, for coordinating the project, and for grant management and fiscal control. In all projects for-profit partners may represent business and industry groups and that may help give your project the national and international visibility necessary for it to succeed beyond the funding period. These partners may offer internships or may offer professional advice and expertise as part of Atlantis.

With regard to mobility grants, eligible beneficiaries are students, faculty, and staff enrolled in / employed by one of the partner institutions and selected by the consortia, which will also disburse those grants.

5.3. Eligible countries and individuals

Eligible institutions and organizations must be from the United States and from one of the twenty-seven Member States of the European Union (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom).

Eligible EU students and faculty must be citizens of the European Union or third-country nationals who had been legal residents in the European Union for at least three years (and for the purpose other than study) before the start of the outgoing mobility. Eligible U.S. students and faculty must be U.S. citizens or permanent resident .

5.4 Eligible Activities

5.4.1. Transatlantic Degree Consortia Projects

Atlantis focuses on supporting multilateral consortia over a four-year grant period for the purpose of developing and implementing dual/double or joint “**Transatlantic Degrees**” only at

the undergraduate (first cycle) or the masters (second cycle) level. The program does not support doctoral level study.

A “transatlantic degree” is defined as an undergraduate or graduate program of study undertaken at institutions located in the European Union and in the United States that leads to the awarding of two separate degrees (dual or double degree) or a single degree (joint degree) by the participating EU and U.S. award institutions and that students are able to attain in considerably less time and a lower cost than would be required to obtain two separate degrees.

An “undergraduate degree” is defined as any degree or diploma below the master’s level that is recognized by the appropriate authorities in the Member State where the degree awarding institution is located and in the United States.

A “graduate degree” is defined as any degree or diploma at the master’s level that is recognized by the appropriate authorities in the Member State where the degree awarding institution is located and in the United States.

Applicants must clearly stipulate whether they are applying for an undergraduate project or a graduate/masters project and whether a dual/double or joint degree will be awarded. Applicants should note that in the present call, support is limited to either undergraduate or graduate (masters) programs. Combinations of bachelors and masters degrees are not supported. Grant proposals that focus on doctoral students or doctoral degrees are not supported.

Transatlantic degree projects may award degrees in one of three ways:

- a) The first option for awarding degrees is a consortium of one U.S. institution and two EU institutions but only one of the EU institutions awards the degree to the U.S. student.
- b) The second option for awarding degrees is a consortium of one U.S. institution and two EU institutions and both of the EU institutions are able to award the degree to the U.S. student.
- c) The third option for awarding degrees is a consortium of two U.S. institutions and two EU institutions and all four institutions are able to award the degree.

Regardless of the number of awarding institutions in the consortium, each EU or U.S. student must receive the Transatlantic Degree from one institution in the U.S. and one institution in the EU.

Consortia formed by two EU and two U.S. institutions, each of which is committed to awarding a transatlantic joint or dual degrees are particularly encouraged. Such consortia would receive additional funding. For budget details please see section 9.

The key curricular components of the Transatlantic Degree must be included in the proposal and be in place before the application for support is submitted. The most competitive proposals are those based on existing courses. Agreements on programs of study leading to the Transatlantic Degree must include provisions on credit recognition and /or credit transfer, tuition and other fees, language study, visa requirements, recruitment, and student services.

Transatlantic Degree projects are selected for four years of funding. The Agency and FIPSE reserve the right to increase or decrease funding, or to terminate a project based on annual performance reviews. All four years of the grant may be used for student and faculty mobility although it is expected that in the first year some adjustments in the curriculum and in the

administration of the project will be made. Disbursement of funding will be made conditional on the consortium providing evidence that the transatlantic degree is operational and that students are selected to undertake the required period of study abroad. It is expected that transatlantic degree or programs will be institutionalized at the participating institutions and will be sustained beyond the funding period.

Memorandum of Understanding for Transatlantic Degree Projects

Proposals for transatlantic degree projects will be implemented only with signed agreements or memoranda of understanding that demonstrate the commitment of the partner institutions. The most competitive proposals submit signed agreements as part of their application package. Memoranda may be signed in the first few months of the first year but no student may commence study abroad until all partners sign the document.

Copies of signed memoranda must be submitted to the Agency and to FIPSE by July 15 as part of first year performance report as a precondition for receiving second-year funding. The Agency and FIPSE reserve the right to terminate any project that has not demonstrated sufficient progress or fulfilled grant requirements.

A memorandum of understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

Proposals that focus on implementing a transatlantic degree must describe in detail six components: i) joint study program, ii) student mobility, iii) faculty mobility, iv) language and culture training, v) evaluation, and vi) dissemination.

i) Joint Study Program for Transatlantic Degree Projects

Proposals for Transatlantic Degrees may focus on any undergraduate or graduate (masters level) postsecondary program of study provided it clearly demonstrates how such an international degree program will better prepare students for work in an international context. A proposal for a Transatlantic Degree program should include the following components:

Integrated program of study. The description of a jointly developed curriculum or full recognition by the Transatlantic Degree consortium of courses that are developed and delivered separately, but make up a common study program, is the central component of the proposal. The program of study (including the courses, methods, modules and internships in which students will participate in the U.S. and in the EU, leading to the awarding of the undergraduate or graduate Transatlantic degree) must be fully described in the application.

Duration of the program of study. Applicants must explain how long it will take a full-time student to complete the entire proposed dual or joint degree program. Competitive proposals will make it feasible for students to complete the Transatlantic degree as close as possible to the time needed to finish the longer of the two original degree programs. Proposals must also indicate how many months will be required to complete the study abroad component of the transatlantic degree.

Integrated admission standards. Students must apply to the degree program through a shared application procedure or through institutional application procedures that are accepted by and meet the requirements of each partner institution in the consortium. Consortia institutions should therefore agree on shared admission standards and entry requirements, a shared application procedure, and a shared student selection process. For EU institutions, this must be in accordance with national legislation.

Examinations and progression (transfer) requirements. Consortia institutions must agree that the examinations passed and credits earned at one institution will be fully and automatically recognized by the partner institutions on the other side of the Atlantic. This is one required component of the memorandum of understanding. Whenever possible, the use of ECTS (European Credit Transfer System) is recommended. Consortia institutions must agree on progression and transfer arrangements for students prior to student mobility.

Mobility: EU and U.S. students seeking an undergraduate or graduate Transatlantic degree must carry out a program of study in at least three participating institutions (at least two EU institutions located in different Member States, and at least one U.S. institution). This mobility cannot be replaced by virtual mobility. For both the undergraduate and the graduate dual or joint degree the duration of the program of study abroad must be at least one full academic year.

Degree award: The awarding of a recognized joint or double/dual undergraduate or graduate degree must be guaranteed by one or two EU and one or two U.S. institution after successful conclusion of a period of study in three of the partner institutions. Such a commitment must be provided through letters of commitment that are signed and attached to the proposal by the appropriate governing persons or bodies from the participating degree-awarding institutions and must be guaranteed by the time the Memorandum of Understanding is submitted. Formal legal agreements will have to be submitted in the first-year performance report. The nature and form of the Transatlantic degree must be described in the application. Applying consortia must prove that the participating countries involved recognize the degrees delivered. For EU applicants the appropriate arrangements must exist at the national level if this is a legal requirement for degree award in the countries concerned. Appropriate national or state authorities may be consulted on the formal recognition of the proposed degrees.

Language requirements: Transatlantic degrees must provide EU and U.S. students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located.

ii) Student mobility for Transatlantic Degree Projects

Selected Transatlantic degree consortia projects will receive funding to support the Transatlantic mobility of students at the participating institutions. The following aspects of the mobility component of the degrees should be carefully addressed in the project proposal.

The length of the study abroad must be carefully negotiated between the institutional partners in order to meet the requirements for graduation at the institutions issuing the degree. It should be of comparable length and may not be less than a full academic year. For **U.S. students** this includes a period of study at two EU institutions, one of which allows the student to earn 20 ECTS credits (10 ECTS for graduate joint/double degrees), with a total of at least 60 ECTS credits for a full academic year. In addition to studying at their home institution and at least one institution in the U.S., **EU students** must spend a period of study at one additional EU institution in a different Member State bearing at least 20 ECTS credits for an undergraduate joint/double

degree and at least 10 ECTS for a graduate joint/double degree. Mobility at an institution other than the home institution cannot be replaced by virtual mobility.

Applicants should note that **the mobility costs of European students within Europe will not be funded by the Atlantis program**. As a result, consortia institutions are invited to arrange additional sources of funding for students, including the Erasmus/Lifelong Learning program, in relation to the period of study to be spent in the second EU institution. See Section 9 of these guidelines for more information on mobility budgets.

If the Transatlantic degree curriculum involves work placements or training experience, the application for support should describe the objectives and the intended learning outcomes in relation to the proposed double degree, and how the internships or work placements will be organized (how long they will last, how and by whom they will be monitored and assessed, and how they will conform to the applicable laws and regulations of the host country). Inclusion of the names and locations of the host organizations for such placements (industry, business, government, non-government organizations) will be positively assessed when processing the application.

The issue of tuition and fees must be carefully negotiated and finalized before the proposal is submitted, and the application for support must contain a detailed description of the agreed arrangements. We recommend that students studying abroad pay tuition and fees at their home institution and incur no additional payments to the host institution, though other mutually acceptable arrangements are possible.

The arrangements for the award of academic credits for the Transatlantic degree program of study must also be agreed between the partners prior to the submission of the proposal and described in detail. The text must demonstrate clearly that all participating institutions have agreed on the credits to be awarded.

Student services: Institutions participating in a Transatlantic degree will need to pay particular attention to the support and guidance students will need to help navigate these new degree programs. Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

The application for support should describe the consortium’s plan to mobilize students in each of the four years and the duration of the study abroad period.

iii) Faculty mobility for Transatlantic Degree Projects

Transatlantic degree projects will be expected to arrange for transatlantic mobility of faculty (academic staff members) to carry out teaching and research assignments related to the program, and may receive specific earmarked funding for this purpose. Mobility of administrators is welcome but will be funded from the flat rate in the EU budget and the faculty mobility section in the U.S. budget. - For more budget details for this aspect of the program see section 9.

iv) Language and cultural training/assessment for Transatlantic Degree Projects

A key objective of Transatlantic degrees is to enable students to gain international expertise and competence. Cultural and linguistic preparation and training must be a vital part of each project proposal.

Transatlantic degrees must provide students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located. However, the use of at least two languages does not imply the use of two different languages of instruction. Also, there is no obligation that the institutions use the national language as the language of instruction

Projects where English is the language of instruction at the host university but not the language generally spoken in the host country, must provide for students to participate in a program of intensive study of the host country language. For example, students studying in a non English speaking country might be instructed in English, but every student must take intensive courses in the language of the host country. Proposals failing to include detailed plans for this language and culture training will not be competitive in the assessment process.

For U.S. students, the basic approach to language learning may be defined as “one plus one.” That means that as a result of obtaining a second degree in Europe, the student must gain sufficient knowledge and skill in an EU language other than English in order to use that language in a professional capacity. The second European language may be more of an introductory nature and based on a lower proficiency. The method of assessing students’ competence in the host country language must be included in the evaluation plan proposed by the project and will be taken into account in selecting the projects to be supported. For example, undergraduate students participating in a dual degree program that is issued in the United Kingdom but includes study in Hungary, would have instruction in the culture of the UK, but not its language. At the second institution in Hungary the students would receive a solid introduction to the host language. As indicated above, applicants should describe what institutional and other resources will be used to prepare students to study abroad within the framework of the program. The language resources at their institutions or elsewhere that will be used for EU and U.S. students should be described, as should the methods by which the sending institutions will assess whether students are ready for instruction in English or the designated European languages. The evaluation plan must include methods to assess gains in language acquisition.

v) Evaluation for Transatlantic Degree Projects

Consortia should include in their proposals a detailed evaluation plan that states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project.

For U.S. applicants: U.S. applicants must follow the instructions for budgeting funds in the budget to support project evaluation throughout the life of the project. Proposals must include detailed evaluation plans plus information about who will conduct the evaluation. U.S. applicants must use an independent (i.e. independent of the program but not necessarily outside the institution) evaluator and submit an evaluation progress report as part of their annual performance report as well as an evaluation report as part of their final performance report. This is a condition of the U.S award.

vi) Dissemination for Transatlantic Degree Projects

Strategies for sustainability and dissemination of products, outcomes, and results from the project to a wider public should be incorporated in every proposal.

5.4.2. Excellence in Mobility Projects

Excellence in Mobility projects are funded for four years. A consortium applying for an Excellence in Mobility project must include a minimum of two U.S. institutions (from the same or different U.S. states) and two EU institutions from different EU Member States.

Excellence in Mobility projects are intended to give recognition, visibility and financial support to consortia of EU and U.S. higher education and/or vocational training institutions that possess a demonstrated track record of excellence in innovative curriculum development and Transatlantic mobility of students, with full recognition of the study period abroad. Applicant consortia should already be established and operational at the time of the application. They should demonstrate that they operate on the basis of a well-established partnership and provide evidence for this. Excellence in Mobility projects should be sustainable beyond the funding period. An important aspect of every project is the dissemination of products, outcomes and results. Strategies for sustainability and dissemination should be incorporated in every project proposal.

Excellence in Mobility proposals that lead to the development and implementation of programs of study designated as a certificate, concentration, track, focus, or similar term defined by the home institution are strongly encouraged. The certificate or concentration is offered by the home institution for its own students but is based in part on the study abroad component.

Memorandum of Understanding for Excellence in Mobility Projects

Proposals for excellence in mobility projects will be implemented only with signed agreements or memoranda of understanding that demonstrate the commitment of the partner institutions. The most competitive proposals should submit signed agreements as part of their application package and be prepared to move students in the first year. A proposal will be considered less competitive if the application is submitted without a signed memorandum. The signed memorandum must be submitted with the first year performance report (please see the section on reporting requirements for detailed timetable). No Transatlantic student mobility may be implemented until the document is signed by all partners. FIPSE and the Agency reserve the right to discontinue any project that does not submit a signed memorandum.

A memorandum of understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

Excellence in Mobility projects must address the following six components: i) curriculum development, ii) language and cultural preparation, iii) student mobility, iv) faculty mobility, v) evaluation and vi) dissemination.

i) Development of innovative international curricula for Excellence in Mobility Projects

The proposal must address an important international curricular problem or challenge and describe a specific EU-US educational strategy to add value to this field of study. The proposal should address how the project implements a new educational program or improves current practice to prepare students for work in an international context.

Although it is not compulsory, Excellence in Mobility projects are invited to develop or implement international certificates in new or existing disciplines. This applies mainly to the U.S. partners of consortia. The certificate may be called by a variety of names like minor, track, specialization, concentration, or another term. Such an educational term may not exist at all institutions, particularly in the EU. In such a case, the U.S. institutions will offer the certificate for U.S. students while the EU institutions may simply use the Diploma Supplement for their students. For example, the U.S. partners may develop a certificate or concentration in international marketing for their business and marketing majors. This could include perhaps 5-7 courses. U.S. students would take some courses prior to the study abroad, continue taking courses or participating in an internship at the host institution and then complete the certificate upon return to the home institution. That designated program would then be recognized in the U.S. diploma and transcript. Students in the EU in the same program would make it part of their study without the specific designation of a certificate. Unlike the degree programs, the home institution offers the special designation of the study abroad only to its own students.

The proposal should describe the program of study in terms of courses and modules that students might typically take at both the home and the host institution and the teaching materials and methods that will be used. The EU partner institutions must use the Diploma Supplement to describe the program of study. The U.S. institutions must develop a comparable mechanism for explaining the program of study.

It should describe the role that each partner institution in the EU and in the US has in developing and implementing the curriculum and indicate to whether the proposed curriculum is based on existing programs of study offered at partner institutions or will involve new programs of study that are to be developed by the consortium – or both.

The proposal must describe in detail the mechanisms in place among the partner institutions to ensure full recognition of the study abroad period. Although all higher education and vocational training institutions are eligible to apply for support under this action, applications from U.S. community colleges and their partner EU institutions are strongly encouraged.

ii) Student services, language, and cultural preparation for Excellence in Mobility Projects

Since a key objective of this Program is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, applicants must clearly address the cultural and linguistic instruction that they plan to give students before, during, and after their study period abroad.

Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

Please note that applications proposing international programs of study with weak provision for language and cultural preparation will be considered less competitive. Language proficiency and cultural study prior to and during the study abroad period is key to a student's integration in the academic and training culture of the host institution and country. The proposal must include specific provisions for language study as part of the study abroad.

iii) Organizational frameworks for student mobility for Excellence in Mobility Projects

Selected Excellence in Mobility consortia projects will receive funding to support Transatlantic mobility of students at the participating institutions that are as a minimum of one academic semester or term on the other side of the Atlantic. The focus of the proposed project must be a coherent program of study and obtain full recognition for the study abroad period by the home institution. Study abroad periods are not expected to lead to a Transatlantic joint or a double degree.

Participation in these programs should not prolong time to degree completion. For each of the following aspects of the mobility component, applicants should describe their experience, the solutions identified and results obtained in the past as well as outline how they intend to address them in the implementation of the project.

Length of study abroad. The length of time a student spends abroad in study or training is closely related to the greater acquisition of cross cultural skills and academic knowledge needed to prepare for a global workforce. All participating students are expected to conduct a study abroad period on the other side of the Atlantic of at least one full academic term. The study abroad period should be of comparable length for both U.S. and EU students and should include at least 30 ECTS credits. Proposals that include study abroad only during the summer are generally not competitive.

Number of mobile students. Applicants should demonstrate the capacity of arranging Transatlantic mobility for 24 EU and 24 U.S. students over the life of the project. On average, applicants should plan to move no fewer than six EU and six U.S. students annually over the four-year span of the project. Consortium projects must plan for student mobility among all partner institutions. Students may select one of the transatlantic partner institutions for their study abroad. Unlike the Transatlantic degree projects, Excellence in Mobility projects require study abroad at only one overseas institution.

Work placements and internships. If your project involves work or training experience, the application should address the objectives and the intended learning outcomes, and how the internships or work placements will be organized (how long they will last, how and by whom they will be monitored and assessed, how they will be recognized as being part of the student's designated study program by the home institution, etc). Competitive proposals should include the names and locations of participating industry, business, government and non-government organizations in which the applicant intends to place the students.

Student recruitment strategies. Also for this element, applicants are expected to outline the results obtained in recruiting for transatlantic mobility in the past and the strategies that they intend to follow for implementing the project. Since language learning is a key and required component of this program, applicants are expected to get students thinking about the program early and help guide students to make the proper language course choices to ensure that they can acquire an adequate level of proficiency.

Agreements on tuition and fees. Students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Partner institutions should have an agreement and this should be evidenced by signed memoranda of understanding or agreements that applicants should submit, if possible, together with the application form.

Agreements on recognition or transfer of credit. Recognition of credit for periods of study and training is a crucial component in successful organizational frameworks. In order to assure that students do not increase the length of their program of study applicants should secure administrative assurances from the home institutions so that the students' study or work abroad will be fully credited upon their return. Applicants, as part of the proposal should submit formal signed agreement for credit recognition and protocols for study or work placement from all participating institutions.

The academic credit systems in the European Union and in the United States are very complex. An European Credit Transfer System (ECTS) has been used in Europe for more than a decade and has been implemented successfully in several EU-U.S. projects. ECTS has become more widely used in the EU. We encourage you to use this system to facilitate credit recognition and transfer. DG EAC provides budget funds for an ECTS consultant to work with project participants. Information on ECTS can be obtained at http://europa.eu.int/comm/education/programs/socrates/ects_en.html .

A variety of approaches to credit recognition and transfer across borders may be found in the American Council on Education publication, *Where Credit is Due*. An electronic version of this publication is available on the ACE website at www.acenet.edu/bookstore/. If your project focuses on professional education or vocational training, you should discuss how your project might work with EU and US, state, and national professional associations and/or accrediting organizations to explore means for international quality assurance and certification. What are the challenges of Transatlantic certification, licensure, or accreditation that your project touches on? What solutions are you proposing?

iv) Faculty mobility for Excellence in Mobility Projects

Excellence in Mobility projects will be expected to arrange for Transatlantic mobility of faculty (academic staff members) to carry out teaching and research assignments related to the program, and may receive specific earmarked funding for this purpose. Mobility of administrators is welcome but will be funded from the flat rate in the EU budget and the faculty mobility section in the U.S. budget. For more budget details for this aspect of the program see section 9.

v) Evaluation for Excellence in Mobility Projects

Consortia should include in their proposals a detailed evaluation plan that states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project.

For U.S. applicants: U.S. applicants must follow the instructions for budgeting funds in the budget to support project evaluation throughout the life of the project. Competitive proposals should include detailed evaluation plans plus information about who will conduct the evaluation. U.S. applicants must use an independent evaluator and submit an evaluation progress report as part of their annual performance report as well as an evaluation report as part of their final performance report. Submission of these reports in the U.S. is a condition of the award.

vi) Dissemination for Excellence in Mobility Projects

Strategies for sustainability and dissemination of products, outcomes and results from the project to a wider public should be incorporated in every proposal.

5.4.3. Policy-oriented Measures.

Policy-oriented Measures are funded for two years. A consortium applying for a Policy-oriented Measures project must include a minimum of two U.S. institutions from the same or different states and two EU institutions from two different Member States.

Atlantis may provide financial support to multilateral projects involving institutions or organizations active in the field of higher education and vocational training with a view to enhancing collaboration between the European Community and the United States of America. Joint curriculum development activities and preparatory or planning work for the setting up of a Transatlantic joint/double degree project or an Excellence in Mobility project are excluded from Policy Oriented projects.

Proposals addressing the following issues are strongly encouraged:

- a) Recognition of degrees and qualifications;
- b) Enhancing comparability and transparency of educational structures and programs on the basis of learning outcomes and competences;
- c) Higher Education reforms in Europe and in the U.S.;
- d) Inventories of transatlantic exchange programs and opportunities;
- e) Comparability of credit systems in the EU and in the US;
- f) Benchmarking;
- g) Accreditation/Quality Assurance;
- h) Intensifying the interface between transatlantic higher education, vocational training and industry;
- i) Dissemination and scale-up of innovation;

The projects may also include comparative studies and analyses, language and content integration, dissemination of projects, software and Web development, e-learning and open education, and infrastructure and resources development.

Competitive proposals for policy measures are those providing evidence of maximum impact for the future of transatlantic cooperation in education and training. Policy studies grants do not include student mobility but may include faculty and staff exchanges. It is expected that a policy project will result in a product that is of use to more than just the original participants in the project.

Competitive proposals for policy studies must include i) a project design, ii) evaluation, and iii) a plan for dissemination.

i) Project Design for Policy-oriented Measures projects

Proposals should describe in detail the nature and purpose of the proposed policy studies project. Explain how the results will enhance understanding about the proposed issue and how each U.S.

and EU institution and organization will contribute to the project. This should include a description of the collaborative activities to be carried out, the personnel who will execute these activities and the intended results. Explain how this policy project will increase knowledge within a particular discipline or a group of disciplines. Describe what the consortium expects to accomplish on a two-year schedule. What skills and resources will each partner contribute to the project? How will the requested resources increase knowledge about issues important to the United States and the European Union?

ii) Evaluation for Policy-oriented Measures projects

Consortia partners should define the project goals and outline an evaluation plan based on quantitative and qualitative evidence. The evaluation should include both the process of the work and the result of that work. The goal should be to evaluate the entire project. If you engage evaluators in the U.S. and Europe, it is expected that they will work in cooperation. See the budget instructions for more information.

U.S. applicants must follow the instructions for budgeting funds to support project evaluation throughout the life of the project. Competitive proposals should include a detailed evaluation plan plus information about who will conduct the evaluation. U.S. applicants must submit an evaluation progress report as part of the annual performance report as well as a final evaluation report as part of the final performance report.

iii) Dissemination for Policy-oriented Measures projects

Strategies for sustainability and dissemination of products, outcomes and results from the project to a wider public should be incorporated in every proposal. This dissemination effort should be quite detailed.

5.5 Eligible proposals (for EU applicants)

6. Exclusion criteria (for EU applicants)

7. Selection criteria (for EU applicants)

8. What are the award criteria for funding?

The selection of Atlantis grants will be a competitive process based on the assessment of the quality of the proposals against the background of the description of the Actions under section 5.3.

The Education, Audiovisual and Culture Executive Agency (the Agency) and FIPSE will be assisted in their joint selection of projects for funding by panels of independent experts. The quality of the proposals meeting the eligibility and selection criteria will be judged on the basis of the award criteria set out below, which will be the main basis on which the selection decision is taken.

However, when drawing up the final list of projects to be funded, attention will be paid to ensuring the participation of institutions from as many EU Member States as possible and as broad a diversity of U.S. institutions.

Note carefully that the final list of selected projects will be such that any EU Member State is not represented with its institutions in the role of coordinator in more than one project for each of the three actions covered by the present call for proposals, provided there are other proposals of a sufficient quality where that country is not represented.

8.1. Transatlantic Degree consortia projects

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) will be determined by –

the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and

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

In particular proposals will be assessed with regard to:

1. What are the objectives of the transatlantic degree and what is its contribution to educational excellence and innovation?
2. What is the significance of the project's outcomes for improvements in teaching and student achievement?
3. What is the distinctive transatlantic added value for the proposed discipline and profession?

The quality of the proposed project design, (representing **70%** of the total score) as determined by:

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

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

In particular proposals will be assessed with regard to:

1. How **well integrated** is the Transatlantic degree or certificate among the consortia institutions? What is the **level of commitment** for the delivery of the degree or certificate as evidenced by the letters from the institutions?
2. What is the soundness and clarity of the **arrangement for academic credits**, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used? If the **Diploma Supplement** is used, what is the quality of the plan to improve international transparency in order to facilitate academic and professional recognition of qualifications and accreditation? What is the evidence that the proposed degrees or certificate granted by the institutions in the EU and the U.S. will be **recognized and accredited** by Member States and relevant U.S. agencies?

3. How well does the proposal describe the **cooperation mechanisms and administrative structure** of the transatlantic consortium for institutionalization, meetings, defined roles for partners, and communications?
4. How well does the proposal describe the consortium structure **for student and faculty mobility** between hosting institutions? Does the proposal describe clearly the agreements reached within the consortium on students' **tuition and other fees**? If work placements or training experiences are foreseen, are the host organizations clearly identified as well as the duration and context in which these activities will take place?
5. What is the quality of the **language plan**, particularly, the use of training facilities, training and evaluation methods, mentors and tutors, and local language resources?
6. How well does the proposal describe the **resources available for hosting foreign students** and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration?
7. What is the **quality of the evaluation plan**, including formative and summative evaluations, feedback mechanisms, and assessments by independent and external entities?
8. What is the **quality of the dissemination plan**? Is there a clear strategy for the project's sustainability after the Atlantis funding period?

8.2. Excellence in Mobility Projects

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) will be determined by –

the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and

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

In particular the significance of a proposal will be assessed with regard to:

1. What are the objectives of the mobility project and what is its contribution to educational excellence and innovation?
2. What is the significance of the project's outcomes for improvements in teaching and student achievement?
3. What is the distinctive transatlantic value of the special designation for the program of study for the proposed discipline and profession?

The quality of the proposed project design, (representing **70%** of the total score) will be determined by –

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

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

In particular the quality of the project design proposals will be assessed with regard to:

1. **How well integrated is the mobility program** among the consortia institutions?
2. What is the **level of commitment** for the delivery of the mobility program as evidenced by the letters from the institutions?
3. What is the soundness and clarity of the **arrangement for academic credits**, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used?
4. How well does the proposal describe the **cooperation mechanisms and administrative structure** of the transatlantic consortium for institutionalization, meetings, defined roles for partners, and communications? Does the proposal describe clearly the agreements reached within the consortium on students' tuition and other fees?
5. How well does the proposal describe the **consortium structure for student and faculty mobility** between hosting institutions? If work placements or training experiences are foreseen, are the host organizations clearly identified as well as the duration and context in which these activities will take place?
6. What is the **quality of the language plan**, particularly, the use of training facilities, mentors and tutors, and local language resources? Is language learning assessed?
7. How well does the proposal describe the **resources available for hosting foreign students and faculty**, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration?
8. What is the **quality of the evaluation plan**, including formative and summative evaluations, feedback mechanisms, and assessments by independent and external entities?
9. What is the **quality of the dissemination plan**? Is there a clear strategy for the project's sustainability after the Atlantis funding period?

8.3. Policy-oriented Measures

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) as determined by :

the extent to which the proposed project involves the development or demonstration of promising new ideas or strategies; and

the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and

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

The quality of the project design, (representing **70%** of the total score) as determined by:

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

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

9. What are the funding amounts?

The European Commission will provide funding for the direct use of the EU partners, and the U.S. Department of Education (FIPSE) will provide funding for the direct use of the United States partner(s). **It is anticipated that six to eight Transatlantic Degree projects, three to five Excellence in Mobility and three to five Policy-Oriented Measures projects will be funded in 2008.** A summary of funding amounts is provided in the table below.

	Minimum Consortium Membership	Administrative Flat Rate	Faculty Mobility Grants	Student Mobility Grants	Project Total (U.S. + EU)
Transatlantic Degree Projects (2 EU and 1 US institution awarding the joint/dual degree)	1 U.S. 2 EU	\$60,000 €60.000	\$60,000 €60.000	\$288,000 €288.000	\$408,000 €408.000
Transatlantic Degree Projects (2 EU and 2 US institutions awarding the joint/dual degree)	2 U.S. 2 EU	\$80,000 €80.000	\$80,000 €80.000	\$288,000 €288.000	\$448,000 €428.000
Excellence in Mobility Projects	2 U.S. 2 EU	\$30,000 €30.000	\$30,000 €30.000	\$120,000 €120.000	\$180,000 €180.000
Policy Oriented Measures	2 U.S. 2 EU	N/A	N/A	N/A	\$70,000 €70.000

9.1. Transatlantic Degree consortia projects

Transatlantic degree consortia may apply for three types of funding: i) flat rates/fixed amounts for administering the project, ii) transatlantic mobility grants for EU and U.S. students and iii) travel grants for EU and U.S. faculty.

EU applicants

The amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a four-year project are explained below. The overall amount of funding on the EU side for a four-year consortia project cannot exceed a maximum of €408.000/428.000.

Flat rates for EU consortia institutions: A flat-rate amount of €60.000 will be granted for a four-year period to each selected transatlantic degree consortium. This flat-rate amount is calculated at a maximum of €7.500 per institution per year and is to be distributed between the EU partner institutions and covers the entire contractual duration of the project.

Transatlantic mobility grants to EU students: Transatlantic mobility grants are calculated at €12.000 per student. Each student is supposed to spend on the other side of the Atlantic at least one full academic year. The purpose of the grant is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Mobility grants are intended for full-time studies. The maximum amount of mobility grants to EU students for a four-year project will not exceed €288.000. Consortia should plan to mobilize

in total at least 24 students from each side of the Atlantic or six students for each year of the four-year project duration.

Transatlantic degree consortia are free to charge tuition and fees to students as they wish according to their national legislation and according to the agreement reached within each consortium. However, all students participating in a joint or dual degree must be treated in the same way regardless of whether or not they receive a stipend or grant. In other words, students receiving a grant must not be charged more than students without a grant. Transatlantic degree consortia must determine how mobility grants will be allocated within the consortia, taking into account the mobility requirements of the double or joint degree as well as an appropriate balance in the distribution of students. However, consortia will have some flexibility for adjustments.

Transatlantic mobility grants to EU faculty: Each successful project will be awarded a maximum of €60,000 for faculty travel grants in the case of consortia with only one U.S. institution and €80,000 in the case of a consortium with two U.S. institutions awarding the joint/dual degree. Transatlantic mobility grants are calculated at €1,000 per week plus a fixed amount of €1,000 for travel per scholar in relation to scholarly work at the partner U.S. institutions with a minimum of one week and a maximum of eight weeks. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected. This budget may also be used for attending the annual conference that will be held in Europe, Canada or in the United States.

U.S. applicants

The award for a four-year undergraduate or graduate degree project is based on support for 24 students, six students in each of four years. The total award for the project will be divided equally across all four years. Funds not used in any given year will be carried forward into the next year.

Flat rates for U.S. consortia with one US institution: A flat-rate amount of \$60,000 will be granted for a four-year period to each selected transatlantic degree consortium. It will be distributed at \$15,000 annually.

Flat rates for U.S. consortia with two US institution awarding transatlantic joint/dual degrees: A flat-rate amount of \$80,000 will be granted for a four-year period to each selected transatlantic degree consortium. This flat-rate amount is to be distributed between the U.S. partner institutions and covers the entire duration of the project. It will be distributed at \$20,000 annually.

Transatlantic mobility stipends for U.S. students: Each student will receive a stipend of \$12,000 to defray the difference between study at home and study abroad. Each student must spend at least one full academic year in Europe. The purpose of the stipend is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. The travel stipends are intended for full-time studies. The amount of travel stipends to U.S. students for a four-year project will be \$288,000.

Transatlantic degree consortia are free to charge tuition and fees to students as they wish according to their national legislation and according to the agreement reached within each consortium. However, all students participating in a joint or dual degree must be treated in the same way regardless of whether or not they receive a stipend or grant. In other words, students receiving a stipend must not be charged more than students without a stipend. Transatlantic degree consortia must determine how stipends will be allocated within the consortia, taking into

account the mobility requirements of the double or joint degree as well as an appropriate balance in the distribution of students. However, consortia will have some flexibility for adjustments.

Transatlantic mobility stipends for U.S. faculty: Each successful project will be awarded \$60,000 in case of consortia with only one US institution and \$ 80,000 in case of consortia with two U.S. institutions awarding the transatlantic joint/dual degree for faculty travel stipends. Faculty travel stipends are \$1,000 per week plus a fixed amount of \$1,000 for travel per scholar in relation to scholarly work and teaching at a partner EU institution with a minimum of one week and a maximum of eight weeks. Teachers, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges. Such exchanges for teaching or research assignments must be done within the consortium and be directly related to the project's focus. Any number of faculty members may participate in mobility provided that the stipend allocation and the minimum and maximum duration requirements are respected.

9.2. Excellence in Mobility projects

Excellence mobility projects may apply for three types of funding: i) flat rate/fixed amounts for administering the project, ii) transatlantic mobility grants or stipends to EU and U.S. students and, iii) travel stipends to EU and U.S. faculty.

EU applicants

The overall amount of funding on the EU side for a four-year consortia project cannot exceed a maximum of €180.000.

The maximum amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a three-year project are fixed as follows:

Flat rates for EU consortia institutions: A maximum flat-rate amount of €30.000 will be granted for a four-year period to each selected transatlantic degree consortium. This flat-rate amount is calculated at €3.750 per institution per year and is to be distributed between the EU partner institutions and covers the entire contractual duration of the project.

Transatlantic mobility grants to EU students: Transatlantic mobility grants are calculated at €5.000 per student. Grants are intended for full-time studies. Each mobile student is supposed to spend on the other side of the Atlantic at least one academic semester or term of no less than four months and such to bear at least 30 ECTS. The purpose of the grant is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. . Excellence consortia project should plan to mobilize at least six (24) students from each side of the Atlantic over the life of the four-year project duration. The maximum amount of students mobility grants for a four-year project will be €120.000.

Transatlantic mobility grants to EU faculty: Each successful project will be awarded a maximum of €30.000 for faculty travel grants. Transatlantic mobility grants are calculated at €1.000 per week plus a fixed amount of €1.000 for travel per scholar in relation to scholarly work and teaching at the partner U.S. institutions with a minimum of one week and a maximum of four weeks. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

U.S. applicants

The amount on the U.S. side for a four-year consortia project is \$180,000. The amount of funding U.S. consortia institutions may apply for in relation to the three categories mentioned above for a four-year project are fixed as follows:

The fixed amount for administering the Mobility project is \$7,500 for each of four years or \$30,000 total. That administrative budget amount covers salaries and benefits, evaluation costs, attendance at the annual meeting, and additional consortia meetings. Indirect costs may be applied to this part of the budget. More details are provided in the U.S. budget instructions.

The fixed amount for scholar/faculty travel stipends in a Mobility program grant is \$7,500 per year or \$30,000 total. Teachers, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges. Such exchanges for teaching or research must be done within the consortium and be directly related to the project's focus. Faculty travel stipends are \$1,000 per week plus \$1,000 for travel expenses. Faculty travel stipends may support expenses for travel from one to four weeks. The amount of the grant or stipend per U.S. scholar therefore ranges between \$2,000 and \$5,000 depending on the actual duration of transatlantic mobility. Faculty stipends are restricted to travel expenses and may not be used for salaries. See the U.S. budget instructions for additional information.

Transatlantic mobility stipends to U.S. students: Transatlantic mobility grants are fixed at \$5,000 per student. Stipends are intended for full-time studies. Each mobile student must spend at least one academic term of no less than four calendar months on the other side of the Atlantic and include at least 30 ECTS. The purpose of the stipend is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Consortia should plan to mobilize at least six students annually from each side of the Atlantic over the life of the four-year project duration. This means that the U.S. and the EU would each support 24 students. The total amount of student mobility grants for a four-year project will be \$120,000. U.S. student mobility stipends are restricted to overseas expenses and may not be used for other budget lines

Proposals that are based on a summer program of study of less than a full academic term of four months will not be competitive for funding.

9.3 Policy-oriented Measures

In the U.S., policy-oriented measures projects will be funded for two years for a maximum total of \$70,000 (or \$35,000 for each year). Budgets may be submitted that include all line items except student grants. Indirect costs are applicable. See the U.S. budget instructions for additional information.

The EU side of the consortia implementing policy oriented measures may apply for a funding of up to 75% of the project cost incurred by the EU side up to a maximum of €70.000 for projects with a maximum duration of two years.

The annual conference

An important part of Atlantis will be the annual conference for running projects. All faculty and staff participants are expected to attend the annual meeting for the first three years of the project. The participation of all U.S. and EU partners at these conferences is essential because it provides the only opportunity for your consortium and both funding agencies to meet together. We recommend that you also arrange for the participation of some selected students to this event.

This conference is intended to serve as a medium where EU and U.S. project participants can meet together to share ideas on what works. It is also intended as a forum for discussion to help the EU and U.S. administrations make important decisions on how best to coordinate the program. Project partners are also given ample time during the annual meeting to work as a group by themselves as well as with their program officers. Consortia should make provisions for participation in these meetings with at least one partner from each participating institution. It is also expected that the independent evaluator will be at one of meetings, preferably the first meeting. **Participation in this conference may be covered from either the flat rate/administrative costs or grants for faculty mobility.** No other specific funding will be provided. The Atlantis meeting is held in the fall or winter and alternates between Europe and the United States. The meeting may be held in conjunction with the EU-Canada Program.

10. Financial conditions

10.1. Grant Agreements

For EU applicants a grant agreement for a transatlantic degree or Excellence in Mobility project with a maximum duration of four (4) years will be signed between the Commission and the coordinator of the project. For Policy-oriented measures the grant agreement would normally be two (2) years. For U.S. applicants the grant agreement is with the institutional applicant and the same durations apply.

10.2. General financial conditions (for EU applicants)

10.3. Payment procedures (for EU applicants)

10.4. Audit report (for EU applicants)

10.5. Guarantee (for EU applicants)

10.6. Double financing (for EU applicants)

11. Sub-contracting and award of procurement contract (for EU applicants)

12. Publicity (for EU applicants)

13. What are the procedures for submitting a proposal?

The present call for proposal is implemented by the Education, Audiovisual and Culture Executive Agency Executive (the Agency) on behalf of the European Commission (DG EAC) and by the U.S. Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE). European partners should read the guidelines and forms published by the Agency. **Applicants from the European Union and the United States must include in their application forms to be submitted to the Agency and to FIPSE a common proposal narrative.**

The closing date for submitting proposals is 2 April 2008. Proposal applications not received by both agencies in time for this submission date will not be eligible for funding. Selection results will be communicated in June 2008 and awards will be made by FIPSE and by EACEA in June/July .

Submission of the grant application in the United States.

The U.S. Department of Education and other U.S. federal agencies and departments have a single point of information and submission for all grant programs. If you are applying to FIPSE for the EU-U.S. Atlantis Program, you will find information and instructions in the application packet at www.grants.gov. The package is available as soon as the Federal Register Notice is published. It is important to note that U.S. institutions must register for this site in order to apply for federal grants. If your institution has not already done so, a representative for your institution should register several weeks in advance of the submission date in order to apply in time for this federal grant program. If you wish to request an exemption from this electronic submission, note the conditions listed on the website. You may also register for email notification for federal grant programs.

It is important to note that U.S. submissions logged in by grants.gov after 4:30 pm EST on the due date are marked as “late” and are not eligible for review or funding.

For U.S. applicants seeking further information, please contact:

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

Submission of the grant application in the European Union.

The call for proposals is being published on the Internet sites:

http://eacea.ec.europa.eu/extcoop/usa/index_en.htm
http://europa.eu.int/comm/education/programs/calls/callg_en.html

Applications on behalf of the EU lead institution must be submitted on the correct form, duly completed, signed the person authorised to enter into legally binding commitments on behalf of the applicant organization and dated. Applications should be sent by electronic mail to: EACEA-EU-US@ec.europa.eu **AND** by registered mail postmarked no later than **the closing date mentioned above** in one original and two (2) copies of the application forms that include the common proposal narrative. Copies should be stapled and not bound in any way. Proposals sent by FAX will not be accepted.

The proposal submitted to the European Commission may be in any of the official languages of the European Community. Applications and supporting documents should be sent by registered mail postmarked to:

Education, Audiovisual and Culture Executive Agency
Call for proposals "EU-US Atlantis 2008"
Unit P4
Avenue du Bourget 1 (BOUR 00/37)
B-1040 Brussels

Reminder: Late delivery will lead to the application being excluded from the selection procedure.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Commission may contact the applicant for this purpose.

Only applications that fulfill the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

Selected proposals will be subjected to a financial analysis, in connection with which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

The joint selection of admissible proposals is scheduled to be completed in July 2007. The grant award procedure for successful applicants is expected for completion by the end of September 2007. All applicants will be informed in due course in writing of whether or not their proposal has been accepted.

The list of accepted applications with details of beneficiary, project description, amount and percentage of subsidy will also be published on DG EAC web site after the completion of the award procedure.

For EU applicants seeking further information, please contact the following mailbox:
EACEA-EU-US@ec.europa.eu

14. What are the requirements for performance reports?

The European Commission, through the Agency and FIPSE carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Although the timing may vary somewhat, both the Agency and FIPSE require annual performance reports to be submitted on the project goals, curricular development, evaluation, memoranda of understanding, student mobility, project expenditures, and a plan for upcoming activities. In addition a final report is required at the conclusion of the project. FIPSE has a website for filing U.S. project descriptions, annual performance and evaluation reports, final reports, and requests for administrative changes. FIPSE and the Agency will send instructions for submitting performance reports to the respective lead institutions or organizations. FIPSE annual reports are due July 15 and final reports are due 90 days after the grant ends. Agency interim reports are due at the end of each year of implementation, the final report is due 60 days after the end of the contract.

Transatlantic Degree and Excellence in Mobility projects must submit signed memoranda of understanding at the time of the first annual report.

If funded, the U.S. grantees will be required to report data on student persistence and graduation/completion rates. In the U.S. this is explained in the application package under the Government Performance and Results Act (GPRA).

15. What are the contents of the proposal?

EU and U.S. applications packages for Atlantis consist of three components: proposal narrative, application forms, and annexes/attachments. It is important to remember that the proposal narrative must be identical for both submissions. There are differences only in the EU and U.S. application forms and required annexes or attachments.

The forms for U.S. applicants and the instructions for filling them out are in www.grants.gov. The forms for EU applicants and the instructions for filling them out are in http://europa.eu.int/comm/education/programs/eu-usa/call_en.html http://europa.eu.int/comm/education/programs/calls/callg_en.html

EU and U.S applicants must submit the identical proposal narrative in their respective application packages The requirements for the proposal narrative that is submitted by EU and U.S. applicants are the same and are listed below. Proposal narratives for Atlantis grants may not exceed 5000 words (excluding annexes and attachments) and must address the following points.

For a Transatlantic Degree project:

1. The objectives of the transatlantic degree and its potential contribution to educational excellence and innovation.
2. The project's outcomes for improving teaching and student achievement.
3. The added value for the proposed discipline and profession and the proposed Transatlantic degree compared with courses and programs that may already exist in the same field at national and international levels.
4. The joint study program and how it is integrated among the consortia institutions (including its work placement and internship elements if any).
5. The commitment and the formal administrative arrangements for the delivery of the degree as evidenced by letters from the highest administrative and academic levels at the partner institutions.
6. The guarantee that the proposed joint or dual degrees awarded by the institutions in the EU and the U.S. will be recognized and accredited by Member States and relevant U.S. agencies.
7. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
8. The use of the Diploma Supplement and the plan to improve international transparency in order to facilitate academic and professional recognition of qualifications and accreditation.
9. The cooperative mechanisms and administrative structure for institutionalization, meetings, roles for partners, and communications.

10. The shared arrangements for student selection and admission to the transatlantic degree.
11. The arrangement for tuition and fees.
12. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.
13. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.
14. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
15. The evaluation plan, including formative and summative evaluations, feedback mechanisms, and assessments by independent entities.
16. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the Atlantis funding.

For an Excellence in Mobility project:

1. The objectives of the mobility project, the definition of the designated program such as a specialization if applicable, and its potential contribution to educational excellence and innovation, including the discipline.
2. The project's outcomes for improving teaching and student achievement.
3. The added value for the proposed discipline and profession and the proposed mobility project compared with courses and programs that may already exist in the same fields at national and international levels.
4. The mobility program and how it is integrated among the consortia institution (including its work placement and internship elements if any).
5. The commitment and the formal administrative arrangements for the mobility program as evidenced by letters from the highest administrative and academic levels at the partner institutions.
6. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
7. The cooperative mechanisms and administrative structure for institutionalization, meetings, roles for partners, and communications.
8. The arrangement for tuition and fees.
9. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.

10. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.
11. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
12. The evaluation plan, including formative and summative evaluations, feedback mechanisms, and assessments by independent entities.
13. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the Atlantis funding.
14. The use of the Diploma Supplement, if applicable, and the plan to improve international transparency in order to facilitate academic and professional recognition of qualifications and accreditations received during the transatlantic study period.

For a Policy-oriented Measures project:

1. The goals, objectives, and activities of the project, including the role of each of the partners in the project.
2. The development or demonstration of innovative ideas or strategies within the proposed discipline or group of disciplines.
3. The utility of the information, materials, processes, or techniques that will result from the proposed project.
4. The impact of the proposed project on improvements in teaching, research, and student achievement.
5. The evaluation and dissemination plan of the project.

Grants.gov Registration Instruction for Organizations

The Grants.gov registration process involves three basic steps:

1. Register your organization
 - Obtain a D-U-N-S Number (see below for instructions)
 - Register with the Central Contractor Registry (see below for instructions)
2. Register yourself as an Authorized Organization Representative (AOR)
 - Obtain a username and password from the Grants.gov credential provider (<https://apply.grants.gov/OrcRegister>)
 - Register with Grants.gov (<https://apply.grants.gov/GrantsgovRegister>)
3. Get authorized as an AOR by your organization
 - Receive approval from your organization's E-Business POC (see CCR instructions below for details)
 - If you are both the E-Business POC and an AOR, you should authorize your own AOR request

For more information, go to http://www.grants.gov/applicants/get_registered.jsp.

Note: If you are a grant applicant who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

D-U-N-S NUMBER INSTRUCTIONS

To successfully submit an application using Grants.gov, you must provide your organization's D-U-N-S Number. A D-U-N-S Number is a unique nine-digit number issued by D&B, a global information services provider, that identifies your organization and is used by the Federal government to track how Federal money is distributed. Most large organizations, libraries, colleges, and research universities already have D-U-N-S numbers. Ask your grant administrator or chief financial officer to provide your organization's D-U-N-S Number.

If your organization does not have a D-U-N-S Number, you can obtain one at no charge by calling 1-866-705-5711 or by completing a D-U-N-S Number Request Form (http://www.dnb.com/US/duns_update/index.html). You will need to provide the following information:

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name
- SIC code (Line of Business)
- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

Obtaining a DUNS Number places your organization on D&B's marketing list, which is sold to other companies. You can request not to be added to this list during your application.

Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

Central Contractor Registration (CCR) Instructions

The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes.

Check to see if your organization is already registered at the CCR website

(<http://www.bpn.gov/ccring/scripts/search.asp>).

If your organization is already registered, take note of who is listed as your E-Business Point of Contact (E-Business POC). This person will be responsible for authorizing who within your organization is able to submit applications using Grants.gov.

If your organization is not already registered, you can register using the CCR website (<https://www.bpn.gov/ccr/scripts/indexnew.asp>) or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.

The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov (http://www.grants.gov/applicants/e_biz.jsp) using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

Please note that your CCR registration must be renewed once a year. You can check your registration status using the CCR search page (<http://www.bpn.gov/ccring/scripts/search.asp>).

If you have further questions about creating, updating or renewing your CCR registration, please visit the CCR Frequently Asked Questions page (<http://www.ccr.gov/FAQ.asp>) or contact the CCR Help Desk at 1-888-227-2423.

Grants.gov Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ

Please note that the Grants.gov site works differently than the U.S. Department of Education's (Department) e-Application system. 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.

- 1) **REGISTER EARLY** – Grants.gov registration is a one-time process that may take five or more days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Get Started steps are complete. For detailed information on the Get Started Steps, please go to:

<http://www.grants.gov/GetStarted>.

- 2) **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 before 4:30 p.m. on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Check Application Status link. For a successful submission, the date/time received should be earlier than 4:30 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing 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/assets/ApplicationErrorTips.doc>. 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 use the customer support available on the Web site: <http://www.grants.gov/CustomerSupport>.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

(This is different from e-Application, where you are working online and saving data to the Department's database.) **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to <http://www.grants.gov/ForApplicants> for help with Grants.gov and click on the links in the lower right corner of the screen under Applicant Tips and Tools. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application Tips found on the Grants.gov homepage <http://www.grants.gov>.

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.)

MAC Users

If you do not have a Windows operating System, you will need to use a Windows Emulation program to submit an application using Grants.gov. For additional information, review the [PureEdge Support for Macintosh](http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf) white paper published by Pure Edge: http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf, and/or contact Grants.gov Customer Support (<http://www.grants.gov/CustomerSupport>) for more information. **If you do not have a Windows emulation program and electronic submission is required, please follow 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.)

ATTENTION – Microsoft Vista and Word Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Instructions for Transmitting Applications

ATTENTION ELECTRONIC APPLICANTS: Please note that you must follow the Application Procedures as described in the Federal Register notice announcing the grant competition.

This program requires the electronic submission of applications--specific requirements and instructions can be found in the Federal Register notice.

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

Applications Submitted Electronically:

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site "<http://www.grants.gov>" by 4:30 p.m. (Washington, D.C. time) on the application deadline date. If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment when we receive your application.

For more information on using Grants.gov, please refer to the Notice Inviting Applications that was published in the Federal Register, the Grants.gov Submission Procedures and Tips document found in the application package instructions, and visit <http://www.grants.gov>.

According to the instructions found in the Federal Register notice, those requesting and qualifying for an Exception to the electronic submission requirement may submit an application via mail, commercial carrier or by hand delivery.

Applications Sent by Mail:

You must mail the original and two copies of the application on or before the deadline date to. To help expedite our review of your application, we would appreciate the voluntarily inclusion of one additional copy of your application. Please mail applications to:

U.S. Department of Education
Application Control Center
Attention: CFDA# (84.116J)
400 Maryland Avenue, S.W.
Washington, DC 20202 - 4260

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

A legibly dated U. S. Postal Service Postmark.

A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.

A dated shipping label, invoice, or receipt from a commercial carrier.

Any other proof of mailing acceptable to the Secretary.

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

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Services.

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

Applications Delivered by Commercial Carrier:

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

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

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA# (84.116J)
7100 Old Landover Road
Landover, MD 20785-1506

Applications Delivered by Hand:

You or your courier must hand deliver the original and one copy of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date. Please hand deliver applications to:

U.S. Department of Education
Application Control Center
Attention: CFDA# (84.116J)
550 12th Street, S.W.
PCP - Room 7041
Washington, DC 20202 – 4260

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

4000-01-U Closing Date Notice

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education (FIPSE)--

Special Focus Competition:

European Union-United States Atlantis Program

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

2008.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116J.

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE
FEDERAL REGISTER].

Deadline for Transmittal of Applications: April 2, 2008.

Deadline for Intergovernmental Review: June 2, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of the program is to provide grants for or enter into cooperative agreements with eligible applicants to improve postsecondary education.

Priority: Under this competition, we are particularly interested in applications that address the following priority.

Invitational Priority: For FY 2008, this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give

an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is designed to support the formation of educational consortia of American and European institutions to support cooperation in the coordination of curricula, the exchange of students, and the opening of educational opportunities between the United States (U.S.) and the European Union (EU). This priority relates to the purpose of the European Union-United States Atlantis (Atlantis) Program to develop and implement undergraduate joint or dual degree programs, or short-term exchange programs.

This invitational priority is established in cooperation with the EU. These awards support only the participation of U.S. institutions and students in these consortia. EU institutions participating in any consortium proposal responding to the invitational priority may apply to the Directorate-General for Education and Culture (DG EAC), European Commission for funding under a separate but parallel EU competition.

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

Applicable Regulations: The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99.

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

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: \$1,400,000.

Estimated Range of Awards: \$35,000-\$112,000 for the first year only.

Estimated Average Size of Awards: \$35,000 for a Policy Oriented Measures grant, \$45,000 for a Mobility grant, and \$112,000 for a Transatlantic Degree grant. You can find a detailed description of each of these three types of grants in the program guidelines in the application package for this competition.

Maximum Award: We will reject any application that proposes a budget exceeding \$150,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 14.

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

Project Period: Up to 48 months.

III. Eligibility Information

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

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

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the

Internet, use the following address: www.grants.gov. To obtain a copy from ED Pubs, write, fax, or call the following: Education Publications Center, P.O. Box 1398, Jessup, MD 20794-1398. Telephone, toll free: 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

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

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

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

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Word Limit and Application Format: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative (Part III) to no more than 6000 words. The page format for the application must comply with 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, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.

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

- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The 6000 word limit and the formatting standards do not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; the one-page abstract, the short bios, the bibliography, or the letters of commitment. However, the 6000 word limit does apply to all of the application narrative section. You must include all of the application narrative in Part III.

We will reject your application if you exceed the 6000 word limit.

3. Submission Dates and Times:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: April 2, 2008.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about

how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Section IV. 6. Other Submission Requirements in this notice.

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

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

Deadline for Intergovernmental Review: June 2, 2008.

4. Intergovernmental Review: This competition 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 competition.

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

6. Other Submission Requirements:

Applications for grants under this competition must be submitted electronically unless you qualify for an exception to

this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Atlantis Program, CFDA Number 84.116J, must be submitted electronically using the Governmentwide Grants.gov Apply site at <http://www.Grants.gov> Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

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

You may access the electronic grant application for the Atlantis Program at <http://www.Grants.gov> You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.116, not 84.116J).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted, and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education

Submission Procedures pertaining to Grants.gov at <http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>

- To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see www.Grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see <http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf>). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

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

- You must submit all documents electronically, including all information you typically provide on the following forms:

Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

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

- Your electronic application must comply with any word-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

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

Application Deadline Date Extension in Case of Technical Issues

with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30 p.m., Washington, DC time, on the application deadline date, please contact the person listed in Section VII in this notice under For Further Information Contact and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30 p.m., Washington, DC time, on the application deadline date. The Department will contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time; or, if the technical problem you experienced is unrelated to the Grants.gov system.

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

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

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

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Frank
Frankfort, U.S. Department of Education, 1990 K Street, NW.,
Room 6152, Washington, DC 20006-8544. FAX: (202) 502-7877.

Your paper application must be submitted in accordance
with the mail or hand delivery instructions described in this
notice.

b. Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116J)
400 Maryland Avenue, SW
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.116J)
7100 Old Landover Road
Landover, MD 20785-1506

Regardless of which address you use, you must show proof of
mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing
stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

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

(1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

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

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

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116J)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

Note for Mail or Hand Delivery of Paper Applications:

If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

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

V. Application Review Information

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

VI. Award Administration Information

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

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

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

application package and reference these and other requirements in the Applicable Regulations section in this notice.

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

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

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the following two measures will be used by the Department in assessing the performance of the FIPSE program as a whole:

(1) The percentage of FIPSE grantees who report project dissemination to others; and

(2) The percentage of FIPSE projects that report institutionalization on their home campuses.

In addition, the program has developed two performance measures specifically for the FIPSE European Union-United States Atlantis Program:

(1) The percentage of students pursuing a joint or dual degree who persist from one academic year to the next (persistence); and

(2) The percentage of students who graduate within the project's stated time for completing a joint or dual degree (graduation).

If funded, you will be asked to collect and report data in your project's annual performance report (EDGAR, 34 CFR 75.590) on the program's four measures. Consequently, applicants are advised to include these four measures in conceptualizing the design, implementation, and evaluation of their proposed projects. Consideration of the performance measures is an important part of many of the review criteria. Thus, it is important to the success of your application that you include these measures. These measures should be a part of the project evaluation plan, along with any measures of your progress on the goals and objectives that are specific to your project.

VII. Agency Contact

For Further Information Contact: Frank Frankfort, Fund for the Improvement of Postsecondary Education, European Union-United States Atlantis Program, 1990 K Street, NW., Room 6152, Washington, DC 20006-8544. Telephone: (202) 502-7513. The contact person does not mail application materials.

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

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in Section VII in this notice.

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

www.ed.gov/news/fedregister

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

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

www.gpoaccess.gov/nara/index.html

Dated: _____

Diane Auer Jones,
Assistant Secretary for
Postsecondary Education.

1998 Amendments to Higher Education Act of 1965 [excerpt]

P.L. 105-244

TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS

SEC. 701. REVISION OF TITLE VII.

Title VII (20 U.S.C. 1132a et seq.) is amended to read as follows:

TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS

SEC. 700. PURPOSE.

It is the purpose of this title--

(1) to authorize national graduate fellowship programs--

(A) in order to attract students of superior ability and achievement, exceptional promise, and demonstrated financial need, into high-quality graduate programs and provide the students with the financial support necessary to complete advanced degrees; and

(B) that are designed to--

(i) sustain and enhance the capacity for graduate education in areas of national need; and

(ii) encourage talented students to pursue scholarly careers in the humanities, social sciences, and the arts; and

(2) to promote postsecondary programs.

PART A--GRADUATE EDUCATION PROGRAMS [not shown; not applicable]

PART B--FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

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

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

(1) encouraging the reform, innovation, and improvement of postsecondary education, and providing equal educational opportunity for all;

(2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, and combinations of academic and experiential learning;

(3) the establishment of institutions and programs based on the technology of communications;

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

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

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

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

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

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

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

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

(b) **MEMBERSHIP-**

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

(2) **APPOINTMENT OF DIRECTOR-** The Secretary shall appoint the Director of the Fund for the Improvement of Postsecondary Education (hereafter in this part referred to as the 'Director').

(c) **DUTIES-** The Board shall--

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

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

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

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

SEC. 743. ADMINISTRATIVE PROVISIONS.

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

(b) **PROCEDURES-** The Director shall establish procedures for reviewing and evaluating grants and contracts made or entered into under this part. Procedures for reviewing grant applications or contracts for financial assistance under this section may not be subject to any review outside of officials responsible for the administration of the Fund for the Improvement of Postsecondary Education.

SEC. 744. SPECIAL PROJECTS.

(a) **GRANT AUTHORITY-** The Director is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit

organizations as the Director deems necessary for innovative projects concerning one or more areas of particular national need identified by the Director.

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

(c) AREAS OF NATIONAL NEED- Areas of national need shall initially include, but shall not be limited to, the following:

- (1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost and price control.
- (2) Articulation between 2- and 4-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from 2- to 4-year institutions of higher education.
- (3) Evaluation and dissemination of model programs.
- (4) International cooperation and student exchange among postsecondary educational institutions.

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this part \$30,000,000 for fiscal year 1999 and such sums as may be necessary for each of the 4 succeeding fiscal years.

PART C--URBAN COMMUNITY SERVICE [not shown; not applicable]

PART D--DEMONSTRATION PROJECTS TO ENSURE STUDENTS WITH DISABILITIES RECEIVE A QUALITY HIGHER EDUCATION [not shown; not applicable]

Intergovernmental Review of Federal Programs Executive Order 12372

Intergovernmental Review of Federal Programs was issued to foster an intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. A listing of the Single Point of Contact for each State may be viewed at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

General Education Provisions Act (GEPA) Section 427

ALL APPLICANTS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.

Section 427 requires each applicant 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 section allows applicants discretion in developing the required description. The statute highlights six barriers that can impede equitable access or participation that you may address: gender, race, national origin, color, disability, or age.

A general statement of an applicant'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.

*Note: Applicants are required to address this provision by attaching a statement to the ED GEPA 427 form that is included in the EU-U.S. Atlantis Program application package that must be downloaded from Grants.gov.

Government Performance and Results Act (GPRA)

The Government Performance and Results Act (GPRA) of 1993 is a statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency clearly states what it intends to accomplish, identifies the resources required, and regularly reports its progress to the Congress. In doing so, GPRA is improving accountability for the expenditures of public funds, improving Congressional decision-making with more thorough and objective information on the effectiveness of federal programs, and promoting a new government focus on results, cost-effectiveness, service delivery, and customer satisfaction.

The indicators of success for four-year degree projects in the European Union-United States Atlantis Program will be measured by:

the percentage of students pursuing a joint or dual degree who persist from one academic year to the next (persistence); and,

the percentage of students who graduate within the project's stated time for completing a joint or dual degree (completion).

These two results constitute indicators of the success of our program. If funded, you will be asked to collect and report data from your project on steps taken toward these goals. Consequently, applicants to the European Union-United States Atlantis Program are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of the proposed project. The measures of these two important outcomes should be part of the project evaluation plan along with measures of objectives specific to your project.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Currently, the forms for these reports can be viewed at <http://www.ed.gov/programs/fipsecomp/performance.html>.

Instructions for the EU-U.S. Atlantis Program Application

Each EU-U.S. consortium must prepare a common proposal narrative submitted to FIPSE and to the Directorate-General for Education and Culture (DG EAC). The U.S. application package contains the elements listed below. The proposal should contain sufficient information and details to allow the EU and U.S. reviewers to assess the merits of the project in relation to the criteria and objectives of the EU-U.S. Atlantis Program. **U.S. applicants must download, complete, and submit the U.S. application on www.grants.gov.**

Standard Form (SF) 424--Application for Federal Assistance. Please follow the attached instructions. Note: Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of Grants.gov. NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.

Supplemental Information (SF 424) required for Department of Education grants. Please follow the attached instructions.

Human Subjects Regulations. In accordance with Department of Education's policy on the protection of human subjects (CFR 97. 101), FIPSE grants are exempt from the regulations that govern the involvement of human subjects because the projects involve activities, including evaluation, that are defined as "(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (i) research on regular and special education instructional strategies, or (ii) 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." Although FIPSE grants are exempt from federal regulations on human subjects, institutional applicants may involve federal regulations and protocols according to their institutional practices and requirements.

ED FIPSE Project Title. Complete each applicable item using the instructions below.

Program: Select EU-U.S. Program

Consortium Members -- U.S. Partner(s):

Enter the name of the applicant institution or organization after Lead

Enter the name of the second U.S. Partner if applicable or type n/a (You must type something in this space in order to submit a complete application.)

Enter the name of the third U.S. Partner if applicable or leave blank

Consortium Members -- Foreign (EU) Partners:

Enter the name of the lead EU applicant institution or organization after Lead

Enter the name of the second EU Partner

Enter the name of the third EU partner if applicable or leave blank

Project Title: (60 character limit) Enter the project title.

Abstract of Proposal: (1000 character limit) Enter the project abstract. Do not leave this space blank. The abstract must include the following information:

- Names of U.S. and EU participating institutions
- Summary of program and project activities.
- Length of study abroad and total time needed to award the degrees (if applicable).
- Number of planned consortium meetings among partner institutions for the entire grant period (note: the annual meeting counts as one per year).

Select project format: Select “Four-year” for a Transatlantic degree project or a Mobility project or “Two-year” for Policy-oriented Measures.

Federal Funds Requested: Enter the amount of federal funds requested from FIPSE for each year of the project. Calculate the budget from the instructions in Section 9 of the guidelines and the instructions for the budget form. The total will be entered automatically.

ED FIPSE Budget Summary (U.S. Department of Education Budget Summary). Please follow the attached instructions to complete the ED FIPSE Budget Summary form.

Project Narrative Attachment Form. You must attach your project narrative to this form. The U.S. Department of Education can only accept attachments in the following formats, .doc, .rtf., or .pdf. Documents formatted in any other manner will not be accepted. Follow the instructions provided in the guidelines and in the Federal Register Notice. Page Limit: Twenty pages. All pages must be formatted with one (1) inch 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, reference, and captions, as well as all text in charts, tables, figures, and graphs. Use 12-point font. The 20-page limit applies to the project narrative and not the budget section, budget narrative, assurances and certifications, personnel descriptions, bibliography, or letters of commitment.

Budget Narrative Attachment Form. You may attach an optional budget narrative that explains any expenses in the project and how budget figures have been calculated. U.S. applicants must submit budget figures in whole U.S. dollars.

Other Attachments Form. Please create electronic documents in .doc, .pdf. or .rtf formats and attach here:

- Personnel: State the qualifications of the project director and other related U.S. and EU personnel. Submit only personnel descriptions of one page or less. Do not submit lengthy resumes.
- Timetable: Include a chart listing goals and planned outcomes.
- Letters of Commitment: Attach letters of commitment from the senior executive or academic officer of each partner in the consortium, indicating the commitment of the institution to implement an international degree program, a mobility project, or a policy project. We recommend that you submit signed letters in pdf.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0636. The time required to complete this information collection is estimated to average 30 hours for the project director per application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: Joe Shubart, U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Fund for the Improvement of Postsecondary Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, D.C. 20006.

OMB No. 1840-0636
Expiration Date: 11/30/2009

Ed FIPSE Consortium Partner Identification Forms (Atlantis)

When completing the consortium partner identification forms, it is essential that you list the lead and partner institutions for both the U.S. and the EU before moving back to the application package. The forms serve as identification for all U.S. and foreign partners involved in your consortium.

You are required to complete the original form for both the Lead Partner and Partner Two(if applicable), and two extracted copies.

PLEASE NOTE: You are required to complete this form for both the lead partner and partner two on the original form and the first extracted copy.

STEPS FOR COMPLETING THE CONSORTIUM PARTNERS IDENTIFICATION FORM:

1. Enter all information on the first page for lead partner (lead U.S. institution).
2. Select “Next” at the top of the page
3. Enter all information for Partner Two (U.S. partner institution)
4. Select “Next” at the top of the page
5. Do not fill out any information for Partner Three, simply select “Next” at the top of the page.
6. On this page you are required to extract a new form and complete it for the lead partner and partner two for the European union. To extract the form select the button “Select to extract the Consortium Partners Identification Form Attachment.”
7. Save the extracted file (blank copy of the original form) to your computer.
8. Using the extracted file you saved enter all information on the first page for lead EU partner.
9. Select “Next” at the top of the page
10. Enter all information for Partner Two (EU partner institution, if applicable)
11. Select “Next” at the top of the page
12. Do not fill out any information for Partner Three, simply select “Next” at the top of the page.
13. Save the completed document to your computer.
14. Return to the original form where you “extracted” the copy and attach the copy you completed for the EU partner under “Please Attach Attachment 1” using the “Add Attachment” button.

Reminder: In order to complete these forms correctly you must extract and complete a copy of the form. When extracting a form you are basically saving a clean copy of the pure edge form to your computer, completing that form, and reattaching it to the pure edge application.

Reminder: To extract the forms fill out the original form, select the “Next” button at the top of the page until you reach button that says “Select to extract the Consortium Partners Identification Form Attachment.” Select that button, you will be prompted to save a copy of the form onto your computer, complete that form and attach it to the page where you selected to extract the attachment. To attach the extracted form you must select “Add Attachment” on the page where you extracted the form and select the form you completed and saved on your computer.

Instructions for FIPSE Budget Summary Form
(U.S. Department of Education Budget Summary)

General Information. The budget for a four-year consortia degree or mobility project is divided into three general categories—administration, faculty travel, and student travel stipends. These amounts are standardized for applications and are distributed equally over four years. Unused funds are carried forward into the next year. You may attach a budget narrative for an explanation of your budget. No separate budget is required if there is a second U.S. partner. Funds for a partner institution should be handled with a subcontract or comparable arrangement. Cost sharing is not required for this grant competition and does not have to be documented or reported. Institutional contributions may be described in the project narrative. The additional \$10,000 per year available for consortia if both U.S. partners award a dual degree may be allocated in any direct budget line.

1. Program: Select EU-U.S. Program.

2. Select One: Select Lead (applicant institution/fiscal agent).

3. Name of Institution/Organization: Enter the name of the applicant institution/organization.

4. Personnel (salaries & wages): Enter annual and total amounts for faculty and staff. The funds for the evaluator are entered under contractual.

5. Fringe Benefits (employee benefits): Enter annual and total amounts.

6. Travel: For a four-year degree grant enter \$15,000 for each year (\$60,000 total, minus indirect costs). For a four-year mobility grant enter \$7,500 for each year (\$30,000 total, minus indirect costs). Two-year projects may calculate funds for travel in accordance with project goals. Travel funds for all grants include funds for the project director and faculty to attend the annual program meeting, attend other consortium meetings, and receive mobility stipends to teach and conduct research at EU partner institutions. See section five of the guidelines for details. Annual meetings of the Atlantis program alternate between Europe and the United States. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the fall and once at a separate meeting for the individual consortium.

7. Equipment (purchase). FIPSE does not fund equipment purchases.

8. Supplies and materials: Enter annual and total amounts.

9. Contractual: Enter annual and total amounts for evaluation. For degree projects a minimum of \$10,000 distributed equally over four years should be entered. For a mobility project enter a minimum of \$6,000 distributed equally over four years. For policy projects there is a minimum of \$6,000 distributed equally over two years.

10. Other (equipment rental, printing, etc.): Enter annual and total amounts.

11. Total Direct Cost. Field is calculated automatically. The annual totals are \$102,000 or \$112,000 for a degree grant, \$45,000 for a mobility grant, and \$35,000 for a policy grant.

12. Indirect Costs: Indirect costs are limited to items totaled under line 11 (Total Direct Cost). The U.S. Department of Education uses a training rate of 8 percent for grants in the EU-U.S. Atlantis Program. The 8 percent training rate also applies to additional U.S. partners.

13. Mobility Stipends: For a degree grant each of the 24 U.S. students will receive \$12,000 to defray living expenses. Enter \$72,000 (6 students X \$12,000) in each of the four years. For a mobility grant each of the 24 U.S. students will receive a \$5,000 stipend for living expenses. Enter \$30,000 (6 students X \$5,000) in each of the four years. Read section nine (9) of the guidelines carefully to check the budget instructions for mobility stipends. U.S. students may use a portion of the mobility stipend for language instruction. Mobility stipends are considered “training stipends” and are restricted to student use only. Note: Consistent with EDGAR 75.562, c, and 75.564, training stipends are not subject to indirect cost.

14. Language Stipends: Leave blank.

15. Subtotal of Stipends (lines 13 + 14): Field is calculated automatically.

16. Total requested from FIPSE (lines 11 + 12+ 15) (These figures should appear on the Title Form): Field is calculated automatically. The total award for a degree grant is \$408,000 or \$448,000, for a mobility grant \$180,000, and for a policy grant \$50,000.

17. Lead Partner Non-Federal Funds: Leave blank. The Atlantis program does not require matching or cost sharing. Applicants may describe in the narrative the institutional or organizational contributions that form part of the project. No budget documentation or financial reporting is required.

18. Subcontractor(s) Partner Non-Federal Funds: Leave blank

19a. Total Requested from Canada: Leave blank.

19b. Total Requested from Mexico: Leave blank.

19c. Total Requested from Brazil: Leave blank.

19d. Total Requested from Europe: Leave blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 12, (1): Indicate whether or not your institution/organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether Education or another federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank if not applicable.

Checklist for the EU-U.S. Atlantis Program application:

- Standard Form 424 Request for Federal Assistance
- Department of Education Supplemental Information for Standard Form 424
- ED FIPSE Project Title Form
- ED FIPSE Budget Summary Form
- ED FIPSE Consortia Partners Form
- Project Narrative Attachment Form:
 - Attach Project Description (in .doc, .rtf, or .pdf format)
- Budget Narrative Attachment Form:
 - Attach optional Budget Narrative (in .doc, .rtf, or .pdf format)
- Other Attachments Form:
 - Attach Personnel Information,
 - Timetable, and/or
 - Letters of Commitment (in .doc, .rtf, or .pdf format)
- Assurances-Non-Construction Programs Standard Form 424B
- Lobbying Disclosure Form (SF-LLL)
- Grants.gov Lobbying Form
- ED GEPA 427 Form
- Survey Ensuring Equal Opportunity

Instructions for the SF 424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	Type of Submission: (Required): Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Preapplication • 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. 	10.	Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. <ul style="list-style-type: none"> • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify) 	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.		
5a	Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.	16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th th district, CA-012 for California 12 th district, NC-103 for North Carolina's 103 rd district. <ul style="list-style-type: none"> • 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.
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.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-

	<p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. 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).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. 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.</p>		<p>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.</p>																								
		19.	<p>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. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>																								
		20.	<p>Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>																								
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="269 751 834 1459"> <tr> <td data-bbox="269 751 548 848">A. State Government</td> <td data-bbox="548 751 834 848">M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="269 848 548 903">B. County Government</td> <td data-bbox="548 848 834 903">N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="269 903 548 957">C. City or Township Government</td> <td data-bbox="548 903 834 957">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="269 957 548 1012">D. Special District Government</td> <td data-bbox="548 957 834 1012">P. Individual</td> </tr> <tr> <td data-bbox="269 1012 548 1066">E. Regional Organization</td> <td data-bbox="548 1012 834 1066">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="269 1066 548 1121">F. U.S. Territory or Possession</td> <td data-bbox="548 1066 834 1121">R. Small Business</td> </tr> <tr> <td data-bbox="269 1121 548 1176">G. Independent School District</td> <td data-bbox="548 1121 834 1176">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="269 1176 548 1230">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="548 1176 834 1230">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="269 1230 548 1285">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="548 1230 834 1285">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="269 1285 548 1339">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="548 1285 834 1339">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="269 1339 548 1394">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="548 1339 834 1394">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="269 1394 548 1449">L. Public/Indian Housing Authority</td> <td data-bbox="548 1394 834 1449">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)	21.	<p>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.)</p>
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Instructions for Department of Education Supplemental Information for SF 424

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

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

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

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

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

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

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

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

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

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

Paperwork Burden Statement. According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0017. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4700. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, DC 20202-4260.

Definitions for Department of Education Supplemental Information for SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

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

B. Exemptions.

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

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

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.

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

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

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

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

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff, Office of the Chief Financial Officer, U.S. Department of Education, Washington, DC 20202-4250, telephone: (202) 245-6120, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site: <http://www.ed.gov/about/offices/list/OCFO/humansub.html>

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

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

This disclosure form shall be completed by the reporting entity, whether sub-awardee 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 sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee," 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

Survey Instructions on Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement for Survey

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to the Agency Contact listed in this grant application package.

OMB No. 1890-0014 Exp. 02/28/09

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

INTERNATIONAL CONSORTIA PROGRAM

FIPSE Project Title Form

Program _____

Consortium Members - - U.S. Partners:

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners:

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners:

Lead:

Partner:

Project Title:

Abstract of Proposal:

Select project format:

- Four-year consortia project
- Two-year consortia project

Federal Funds Requested:

Year 1: _____
Year 2: _____
Year 3: _____
Year 4: _____
Total: _____

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION INTERNATIONAL CONSORTIA PROGRAM

FIPSE Budget Summary Form

U.S. Department of Education Budget Summary					
1. Program _____			2. Select One: Lead (fiscal agent) Partner		
3. Name of Institution/Organization:					
Project Costs Requested from FIPSE:					
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Total (e)
4. Personnel (salary & wages)					
5. Fringe Benefits (employee benefits)					
6. Travel					
7. Equipment (purchase)					
8. Supplies (and materials)					
9. Contractual (enter partner totals here)					
10. Other (equipment rental, printing, etc.)					
11. Total Direct Costs (lines 4-10)					
12. Indirect Costs* (8% of line 11)					
13. Mobility Stipends					
14. Language Stipends					
15. Subtotal of Stipends (lines 13+14)					
16. Total Requested from FIPSE (lines 11+12+15) (These figures should appear on the Title Form)					
Project Costs Not Requested from FIPSE:					
17. Lead Partner non-federal funds					
18. Subcontractor(s) non-federal funds					
Funds Requested by Foreign Partners:					
19a. Total Requested from Canada					
19b. Total Requested from Mexico					
19c. Total Requested from Brazil					
19d. Total Requested from Europe					
*Indirect Cost Information (To be completed by Your Business Office): If you are requesting reimbursement for indirect costs on line 12, please answer the following questions: (1) Do you have an Indirect Cost Rate Agreement approved by the federal government? Yes No <i>(Radio Button)</i> (2) If Yes, please provide the following information: o Period covered by the Indirect Cost Rate Agreement: From: <u>mm/dd/yyyy</u> To: <u>mm/dd/yyyy</u> o Approving federal agency: ED Other (please specify): _____ <i>(Radio Button)</i> (3) For Restricted Rate Programs (select one) - - Are you using a restricted indirect cost rate that: Is included in your approved Indirect Cost Rate Agreement? Or, Complies with 34 CFR 76.564(c)(2)? <i>(Radio Button)</i>					

Application for Federal Assistance SF-424

Version 02

<p>*1. Type of Submission:</p> <p><input type="checkbox"/> Preapplication</p> <p><input type="checkbox"/> Application</p> <p><input type="checkbox"/> Changed/Corrected Application</p>	<p>*2. Type of Application</p> <p><input type="checkbox"/> New</p> <p><input type="checkbox"/> Continuation</p> <p><input type="checkbox"/> Revision</p>	<p>* If Revision, select appropriate letter(s)</p> <p>*Other (Specify)</p> <p>_____</p>
--	---	---

3. Date Received:	4. Applicant Identifier:
-------------------	--------------------------

5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
--------------------------------	--------------------------------

State Use Only:

6. Date Received by State:	7. State Application Identifier:
----------------------------	----------------------------------

8. APPLICANT INFORMATION:

*a. Legal Name: _____

*b. Employer/Taxpayer Identification Number (EIN/TIN):	*c. Organizational DUNS:
--	--------------------------

d. Address:

*Street 1: _____

Street 2: _____

*City: _____

County: _____

*State: _____

Province: _____

*Country: _____

*Zip / Postal Code: _____

e. Organizational Unit:

Department Name:	Division Name:
------------------	----------------

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

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

Title: _____

Organizational Affiliation: _____

*Telephone Number:	Fax Number:
--------------------	-------------

*Email: _____

Application for Federal Assistance SF-424

Version 02

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

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

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

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
*a. Applicant: _____	*b. Program/Project: _____	
17. Proposed Project:		
*a. Start Date: _____	*b. End Date: _____	
18. Estimated Funding (\$):		
*a. Federal _____		
*b. Applicant _____		
*c. State _____		
*d. Local _____		
*e. Other _____		
*f. Program Income _____		
*g. TOTAL _____		
*19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
Authorized Representative:		
Prefix: _____	*First Name: _____	
Middle Name: _____		
*Last Name: _____		
Suffix: _____		
*Title: _____		
*Telephone Number: _____	Fax Number: _____	
* Email: _____		
*Signature of Authorized Representative: _____		*Date Signed: _____

Application for Federal Assistance SF-424
Version 02

***Applicant Federal Debt Delinquency Explanation**

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

SUPPLEMENTAL INFORMATION REQUIRED FOR DEPARTMENT OF EDUCATION

1. Project Director:

Prefix: *First Name: Middle Name: *LastName: Suffix:

Address:

* Street1:

Street2:

* City:

County:

* State * Zip Code: * Country:

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

Email Address:

2. Applicant Experience:

Novice Applicant Yes No Not applicable to this program

3. Human Subjects Research:

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

Yes No

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

Yes No

Yes Provide Exemption(s) #:

No Provide Assurance #, if available:

Please attach an explanation Narrative:

Disclosure of Lobbying Activities

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

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

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

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

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

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

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

Statement for Loan Guarantees and Loan Insurance.

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

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

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

Survey on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 02/28/09

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

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

Applicant's (Organization) Name: _____

Applicant's DUNS Number: _____

Federal Program: _____ **CFDA Number:** _____

1. Has the applicant ever received a grant or contract from the Federal government?

Yes No

2. Is the applicant a faith-based organization?

Yes No

3. Is the applicant a secular organization?

Yes No

4. Does the applicant have 501(c)(3) status?

Yes No

5. Is the applicant a local affiliate of a national organization?

Yes No

6. How many full-time equivalent employees does the applicant have? (*Check only one box.*)

3 or Fewer 15-50
 4-5 51-100
 6-14 over 100

7. What is the size of the applicant's annual budget? (*Check only one box.*)

Less Than \$150,000
 \$150,000 - \$299,999
 \$300,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 - \$4,999,999
 \$5,000,000 or more

