Access to the World and Its Languages

INTERNATIONAL EDUCATION PROGRAMS SERVICE

FULBRIGHT-HAYS
FACULTY RESEARCH ABROAD PROGRAM

FISCAL YEAR 2007 APPLICATION MATERIALS

CFDA No. 84.019

OMB No. 1840-0005
Expiration Date: 07/31/2007

U.S. DEPARTMENT OF EDUCATION
1990 K St. N.W., 6th Floor · Washington, DC 20006-8521
Tel: 202-502-7700 · Fax: 202-502-7860 · OPE_IEGPS@ed.gov

www.ed.gov/HEP/iegps

FACULTY CHECKLIST

Please submit the following items:

- [ ] Fully completed E-Application
- [ ] Curriculum Vita - submitted via e-application
- [ ] A narrative - submitted via e-application
  (check the closing date notice for page limitations)
- [ ] 1 Electronic Language Reference for each language of research – initiate the e-mail to your referee
- [ ] 1 Electronic Institutional Support Statement – initiate the e-mail to your referee

INSTITUTION CHECKLIST

Please submit the following items:

- [ ] SF-424
  NOTE: This form MUST also be printed, completed and faxed to US/ED's Application Control Center at 202-245-6272 within 3 days of the Closing Date.
- [ ] Item 22 will automatically populate with a list of faculty members applying, their discipline(s), country(ies) of research and amount(s) requested once they have submitted their individual applications. Project Directors must indicate whether or not Human Subjects Clearance (IRB) is necessary for each individual applicant.
- [ ] ED Supplemental Information for SF 424
- [ ] Assurances for Non-Construction Programs
- [ ] SF-LLL Disclosure of Lobbying Activities if applicable
- [ ] Ensure that all individual applications, along with their references, are submitted BEFORE the institutional portion is submitted
- [ ] Submit by 4:30 pm, Washington DC time, on the published Closing Date

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

Attention: For additional information on e-grants, including the requirements for requesting a waiver, please consult the Notice of Closing Date published in the Federal Register and contained in this application packet.

Exp. Date: 07/31/2007

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Dear Applicant:

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

The FRA program provides fellowships for 3-12 months to enable faculty members of institutions of higher education to conduct research overseas in the fields of modern language and area studies.

This letter highlights a few items in the Fiscal Year (FY) 2007 application package that will be important to you in applying for grants under this program. You should review the entire application package carefully before preparing and submitting your application. Information on the FRA Program is accessible at the U.S. Department of Education (Department) Web site at:

http://www.ed.gov/programs/iegpsfra/index.html

Please be sure to review thoroughly the entire application booklet for information concerning the FRA program. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines the absolute and competitive priorities as well as other program and competition details.

Your FRA application must be submitted through a U.S. institution of higher education. In order for institutions to apply electronically, representatives from institutions of higher education (i.e., project directors) must register in the e-Application system. Project directors who have not already registered must submit the following information, via e-mail, to: amy.wilson@ed.gov: first and last name of potential project director, university, and e-mail address. This information should be submitted no later than October 31, 2006.

A list of institutional FRA program project directors who have registered in e-Application in previous years is included in this application. If your institution is not listed, or the project director has changed, you are still welcome to apply. Please contact Amy Wilson, FRA program officer with the above information as soon as possible.

The Department of Education is requiring that applications for FY 2007 grants under the FRA program be submitted electronically using the Department's e-application system. The e-application system is accessible through its portal page at:

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

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

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

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

Sincerely,

/signed/

Susan E. Beaudoin
Acting Deputy Assistant Secretary
Higher Education Programs

Competition Highlights

1. Please note the following program priorities:

    a. Absolute: We consider only applications that meet this priority. This priority is: A research project that focuses on one or more of the following areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, East Central Europe and Eurasia, and the Western Hemisphere (excluding the United State and its territories). Please note that applications that propose projects focused on Western Europe are not eligible.

    b. Competitive Preference Priority: An additional five (5) points may be awarded to an application that meets this priority. This priority is: Research projects that focus on one or more areas where one or more of the following languages are spoken: Arabic, Chinese, Japanese, Korean, Russian, as well as the Indic, Iranian, and Turkic language families.

    Please note that these priorities are explained in detail in the Closing Date notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.

2. The application must be received on or before the deadline date and time. Please note that U.S. Department of Education grant application deadlines fall at 4:30pm EST. Late applications will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date and time.

3. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the Federal Register notice inviting applications for new awards for FY 2007 and qualify for one of the (rare) exceptions to the electronic submission requirement.

4. All applicants are required to adhere to the 10-page limit for the Project Narrative and 2-page limit for the bibliography portion of the application.

5. A font standard in the notice regulates that you use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in **any other font (including Times Roman, Arial Narrow)** will not be accepted.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system.

Please go to http://e-grants.ed.gov/egWelcome.asp for help with the e-Application and click on the e-Application link in the upper left corner of the screen. Also, refer to the procedures and tips for applicants found in this application booklet.

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

FACULTY RESEARCH ABROAD PROGRAM INFORMATION

SECTION A

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fulbright-Hays Faculty Research Abroad (FRA) Program

Notice inviting applications for new awards for fiscal year (FY) 2007.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.019A

Dates:

Applications Available: October 10, 2006.

Deadline for Transmittal of Applications: November 15, 2006.

Eligible Applicants: Institutions of higher education (IHE). As part of the application process, faculty submit individual applications to the IHE. The IHE then officially submits all eligible individual faculty applications with its grant application to the Department.

Estimated Available Funds: The Administration has requested $1,395,000 for new awards in this program for FY 2007. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Fellowship Awards: $20,000 - $100,000.

Estimated Average Size of Fellowship Awards: $60,000.

Estimated Number of Fellowship Awards: 25.

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

Project Period: The institutional project period is 18 months beginning June 1, 2007. Faculty may request funding for 3-12 months.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Fulbright-Hays Faculty Research Abroad Fellowship Program offers opportunities to faculty of IHEs to engage in research abroad in modern foreign languages and area studies.

Priorities: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from the regulations for this program (34 CFR 663.21(d)).

Absolute Priority: For FY 2007 this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

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

Competitive Preference Priority: Within the absolute priority, we give competitive preference to applications that address the following priority. Under 34 CFR 75.105 (c)(2)(i) and 663.21(d)(2) we award an additional five (5) points to an application, that meets this priority.

This priority is:

Research projects that focus on one or more of the areas where one or more of the following critical languages are spoken: Arabic, Chinese, Japanese, Korean, Russian, as well as the Indic, Iranian, and Turkic language families.

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

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations for this program in 34 CFR part 663.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

II. Award Information

Type of Award: Discretionary grants redistributed as fellowships to individual beneficiaries.

Estimated Available Funds: The Administration has requested $1,395,000 for this program for FY 2007. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Fellowship Awards: $20,000 - $100,000.

Estimated Average Size of Fellowship Awards: $60,000.

Estimated Number of Fellowship Awards: 25.

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

Project Period: The institutional project period is 18 months beginning June 1, 2007. Faculty may request funding for 3-12 months.

III. Eligibility Information

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

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

IV. Application and Submission Information

1. Address to Request Application Package: Both IHEs and faculty applicants may obtain an application package via the Internet by downloading the package from the program Web site: http://www.ed.gov/programs/iegpsfra/applicant.html

IHEs and faculty applicants may also obtain a copy of the application package by contacting Amy Wilson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., Suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7689 or by email: amy.wilson@ed.gov

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

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

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

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

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative. However, faculty applicants may single space all text in charts, tables, figures, graphs, titles, headings, footnotes, endnotes, quotations, bibliography, and captions.
- Use a font that is either 12-point or larger or no smaller than 10 pitch (characters per inch).

- Use a 10-point font in charts, tables, figures, graphs, footnotes, and endnotes. However, these items are considered part of the narrative and counted within the 10 page limit.
- Use one of the following fonts: Times New Roman, Courier, Courier New or Arial. Applications submitted in any other font (including Times Roman, Arial Narrow) will not be accepted.

The page limits only apply to the application narrative and bibliography. However, faculty applicants must include their complete responses to the selection criteria in the application narrative.

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

- A faculty applicant applies these standards and exceeds the page limits; or
- A faculty applicant applies other standards and exceeds the equivalent of the page limits.

3. Submission Dates and Times:

Applications Available: October 10, 2006.

Deadline for Transmittal of Applications: November 15, 2006.

Applications for grants under this program must be submitted electronically using the Electronic Grant Application System (e-Application) available through the Department's e-Grants system. Please note that the application availability date for this competition is October 10. The application will not be available on the e-Application system until October 10. For information (including dates and times) about how to submit

an IHE's application electronically or by mail or hand delivery if an IHE qualifies for an exception to the electronic submission requirement, please refer to Section IV. 6. Other Submission Requirements in this notice.

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

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

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

6. Other Submission Requirements: Applications for grants under this program must be submitted electronically, unless an IHE qualifies for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Fulbright-Hays Faculty Research Abroad Program -CFDA Number 84.019A must be submitted electronically using e-Application available through the Department's e-Grants system, accessible through the e-Grants portal page at: http://e-grants.ed.gov.

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

that the IHE qualifies for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement

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

Please note the following:

• The process for submitting applications electronically under the Fulbright-Hays Faculty Research Abroad Fellowship Program has several parts. The following is a brief summary of the process; however, all applicants should review and follow the detailed description of the application process that is contained in the application package. In summary, the major parts are as follows: 1) IHEs must e-mail the following information to amy.wilson@ed.gov: name of university, full name and e-mail address of potential project director. We recommend that applicant IHEs submit this information as soon as possible to ensure that applicant IHEs obtain access to the e-Application system well before the application deadline date. We suggest that applicant IHEs send this information no later than October 31, 2006, in order to facilitate timely submission of their applications; 2) Faculty must complete their individual applications and submit them to their IHE's project director

using e-Application; 3) Persons providing references for individual faculty must complete and submit reference forms for the faculty and submit them to the IHE's project director using e-Application; and 4) The IHE's project director must officially submit the IHE's application, which must include all eligible individual faculty applications, reference forms, and other required forms, using e-Application. Unless an IHE applicant qualifies for an exception to the electronic submission requirement in accordance with the procedures in this section, all portions of the application must be submitted electronically.

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

- The regular hours of operation of the e-Grants Web site are 6:00 a.m. Monday until 7:00 p.m. Wednesday; and 6:00 a.m. Thursday until midnight Saturday, Washington, DC time. Please note that the system is unavailable on Sundays, and between 7:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time, for maintenance. Any modifications to these hours are posted on the e-Grants Web site.

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

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

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

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

- After the individual faculty applicant electronically submits his/her application to his/her IHE, the faculty member will receive an automatic acknowledgment. In addition, the applicant IHE's Project Director will receive a copy of this acknowledgment by email. After a person submits a reference electronically, he/she will receive an online confirmation.

After the applicant IHE submits its application, including all eligible individual faculty applications, to the Department, the applicant IHE will receive an automatic acknowledgment, which will include a PR/Award number (an identifying number unique to the IHE's application).

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

(1) Print SF 424 from e-Application.

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

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

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

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

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

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

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

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

We must acknowledge and confirm these periods of unavailability before granting the IHE an extension. To request this extension or to confirm our acknowledgement of any system unavailability, an IHE may contact either (1) the person listed elsewhere in this notice under For Further Information Contact (see VII. Agency Contact) or (2) the e-Grants help desk at 1-888-336-8930. If the system is down and therefore the application deadline is extended, an e-mail will be sent to all registered users who have initiated an e-Application. Extensions referred to in this section apply only to the unavailability of the Department's e-Application system.

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

• the IHE or a faculty applicant does not have access to the Internet; or

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

and

• No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), the IHE mails or faxes a written statement to the Department, explaining which of the two grounds for an exception prevent the IHE from using the Internet to submit its application. If an IHE mails a written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If an IHE faxes its written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

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

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

b. Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.019A)
400 Maryland Avenue, S.W.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center - Stop 4260
Attention: (CFDA Number 84.019A)
7100 Old Landover Road
Landover, MD 20785-1506

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

(1) A legibly dated U.S. Postal Service postmark,

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

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

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

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

(1) A private metered postmark, or

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

If the IHE's application is postmarked after the application deadline date, we will not consider its application. Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, the IHE should check with its local post office.

c. Submission of Paper Applications by Hand Delivery.

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

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.019A)
550 12th Street, S.W.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

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

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

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

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

V. Application Review Information

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

Selection Criteria: The following selection criteria for this competition are from 34 CFR 663.21: The maximum score for all of the criteria is 100 points. The maximum score for each criterion is indicated in parentheses. Quality of proposed project (60 points): In determining the quality of the research project proposed by the applicant, the Secretary considers (1)

The statement of the major hypotheses to be tested or questions to be examined, and the description and justification of the research methods to be used (10 points); (2) The relationship of the research to the literature on the topic and to major theoretical issues in the field, and the project's importance in terms of the concerns of the discipline (10 points); (3) The preliminary research already completed or plans for research prior to going overseas, and the kinds, quality and availability of data for the research in the host country or countries (10 points); (4) The justification for overseas field research and preparations to establish appropriate and sufficient research contacts and affiliations abroad (10 points); (5) The applicant's plans to share the results of the research in progress with scholars and officials of the host country or countries and the American scholarly community (10 points); and (6) The objectives of the project regarding the sponsoring institution's plans for developing or strengthening, or both, curricula in modern foreign languages and area studies (10 points).

Qualifications of the applicant (40 points): In determining the qualifications of the applicant, the Secretary considers (1) The overall strength of the applicant's academic record (teaching, research, contributions, professional association activities) (10 points); (2) The applicant's excellence as a teacher or researcher, or both, in his or her area or areas of specialization (10 points); (3) The applicant's proficiency in

one or more of the languages (other than English and the applicant's native language) of the country or countries of research, and the specific measures to be taken to overcome any anticipated language barriers (15 points); and (4) The applicant's ability to conduct research in a foreign cultural context, as evidenced by the applicant's previous overseas experience, or documentation provided by the sponsoring institution, or both (5 points).

VI. Award Administration Information

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

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

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

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

3. Reporting: At the end of the project period, the IHE must submit a final performance report, including the final

reports of all of the IHE's fellows, and financial information, as directed by the Secretary. The IHE and fellows are required to use the electronic reporting system Evaluation of Exchange, Language, International and Area Studies (EELIAS) to complete the final report.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), the following measures will be used by the Department in assessing the performance of the Fulbright-Hays Faculty Research Abroad Program:

(1) The average language competency score of Fulbright-Hays Training Grants – Faculty Research Abroad fellows at the end of the research period (post-test) minus the average competency score at the beginning of the research period (pre-test). All grantees will be expected to provide documentation of the improved language proficiency of the fellows through the EELIAS system. Reporting screens for institutions and fellows may be viewed at:

http://www.eelias.org/eelias/pdfs/FRA/fraDirectorCombined.pdf

http://www.eelias.org/eelias/pdfs/FRA/fraFellowCombined.pdf

(2) The percent of projects judged to be successful by the program officer, based on a review of information provided in the final performance reports. The information provided by grantees in their performance reports submitted via EELIAS will be the source of data for this measure.

VII. Agency Contact

For Further Information Contact: Amy Wilson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., Suite 6000, Washington, DC 20006-8521. Telephone: (202) 502-7689 or via the Internet: amy.wilson@ed.gov.

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

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

VIII. Other Information

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

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

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

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

Dated:

/signed/

James F. Manning,
Acting Assistant Secretary
for Postsecondary Education

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. Some programs may require electronic submission of applications, and those programs will have specific requirements and waiver instructions 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

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

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

If an institution submits its application through the Internet via the e-Grants Web site, the institution will receive an automatic acknowledgment when we receive its application.

Applications Sent by Mail

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

Please mail copies to:

U.S. Department of Education
Application Control Center
Attention: CFDA# 84.019A
400 Maryland Avenue, S.W.
Washington, DC 20202 - 4260

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

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

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

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

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

Applications Delivered by Commercial Carrier:

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

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

U.S. Department of Education
Application Control Center – Stop 4260
Attention: CFDA# 84.019A
7100 Old Landover Road
Landover, MD 20785-1506

Applications Delivered by Hand

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

Please hand deliver copies to:

U.S. Department of Education
Application Control Center
Attention: CFDA# 84.019A
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, DC time), except Saturdays, Sundays and Federal holidays.

10/04

Higher Education Programs; 34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, and 669; Final regulations. [OPE]FR Doc 05-5547
[Federal Register: March 21, 2005 (Volume 70, Number 53)]
[Rules and Regulations]
[Page 13371-13377]
From the Federal Register Online via GPO Access [wais.access.gpo.gov]
[DOCID:fr21mr05-14]
Download:

DEPARTMENT OF EDUCATION
34 CFR Parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, and 669

Higher Education Programs
AGENCY: Office of Postsecondary Education, Department of Education.
ACTION: Final regulations.

SUMMARY: These final regulations remove all references to points in the selection criteria the Department of Education (Department) uses to evaluate applications submitted under the higher education discretionary grant programs. We are taking this action because the current point assignments are outdated and do not permit sufficient flexibility to establish important program objectives. Taking this action allows us that flexibility and ensures that grant awards are made to high quality applicants.
The final regulations also remove the requirement that in competitions for grants under the Partnership and Teacher-Recruitment components of the Teacher Quality Enhancement Grants Program, the Secretary hold a two-stage competition in which applicants must submit a pre-application and a full application. The current structure did not prove effective in producing high quality applications for this program. Removing the requirement for a pre-application reduces burden on applicants and the Department and allows both to target their resources on the full application stage.
There are some amendments in these final regulations that are purely technical corrections to the regulations.
DATES: These regulations are effective April 20, 2005.
FOR FURTHER INFORMATION CONTACT: Lorraine Kennedy, U.S. Department of Education, 1990 K Street, NW., room 8018, Washington, DC 20006-8544. Telephone: (202) 502-7762. Pamela Maimer, U.S. Department of Education, 1990 K Street, NW., room 8014, Washington, DC 20006-8544. Telephone: (202) 502-7704.
If you use a telecommunications device for the deaf (TDD), you may call the Federal Relay Service (FRS) at 1-800-877-8339.
Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to either contact person listed under FOR FURTHER INFORMATION CONTACT.
SUPPLEMENTARY INFORMATION: On December 22, 2004, the Secretary
[[Page 13372]]
published a notice of proposed rulemaking (NPRM) for 34 CFR parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, and 669 in the Federal Register (69 FR 76636). In the preamble of the NPRM, the Secretary discussed on pages 76636 and 76637 the major changes proposed to the current regulations. These are as follows:
The Secretary proposed removing the mandatory point values from the selection criteria in the regulations associated with the application process for discretionary grant programs. These amendments provide the Secretary with the flexibility to select specific point values from year to year to address current priorities for the programs.
The Secretary also proposed amending 34 CFR part 611, which governs the Teacher Quality Enhancement Grants (TQE) program. This amendment makes discretionary the existing requirement that in competitions for grants under the program's Partnership and Teacher-Recruitment components, the Secretary conduct a two-stage process for selecting applicants involving the submission and review of pre-applications and full applications.
There were no differences between the NPRM and these final regulations.
Analysis of Comments

In response to the Secretary's invitation in the NPRM, the Department did not receive any comments on the changes to the TQE program. Several parties submitted comments on the proposed regulations regarding removal of mandatory point values. An analysis of the comments follows.
Generally, we do not address technical and other minor changes—and suggested changes the law does not authorize the Secretary to make.
Analysis of Comments and Changes
Comments: Several commenters believed that the elimination of points will result in some institutions being denied the opportunity to compete for grants because they will not have enough time to prepare because of the change.
Discussion: The Secretary does not agree that eliminating specific point values from the regulations will reduce the opportunity for potential grantees to compete for grants. The regulations continue to specify the criteria used in making the grants in each program. Moreover, the points to be awarded for each criteria will be specified in a Federal Register notice or in the application package, which will be available in enough time for potential applicants to prepare their applications.
Change: None.
Comment: Several commenters wrote that eliminating points from the criteria will result in a reduced focus on institutions that serve disadvantaged students or programs that serve a particular group.
Discussion: The Secretary understands the concerns of the commenters. We do not believe that the proposed change will lead to reduced focus on institutions that serve disadvantaged students or particular groups of students. Removing point values from the regulations does not change the selection criteria or otherwise change the focus of the programs.
Change: None.
Comment: Several commenters stated that the elimination of points would result in a preference for four-year institutions over two-year institutions.
Discussion: We have no reason to believe that the removal of points from the regulations will result in a preference for four-year institutions over two-year institutions in grant awards. The selection criteria will remain the same, so the removal of points will not effect the selection of applicants.
Change: None.

Executive Order 12866
1. Potential Costs and Benefits

We have reviewed these final regulations in accordance with Executive Order 12866. Under the terms of the order we have assessed the potential costs and benefits of this regulatory action.
The potential costs associated with the final regulations are those resulting from statutory requirements and those we have determined to be necessary for administering these programs effectively and efficiently.
In assessing the potential costs and benefits—both quantitative and qualitative—of these final regulations, we have determined that the benefits regulations justify the costs.
We have also determined that this regulatory action would not unduly interfere with State, local, and tribal governments in the exercise of their governmental functions.

2. Summary of Potential Costs and Benefits

We discussed the potential costs and benefits of these final regulations in the preamble to the NPRM in the section titled Supplementary Information.
Regulatory Flexibility Act Certification
The Secretary certifies that these final regulations will not have a significant economic impact on a substantial number of small entities. Small entities affected by these regulations are small institutions of higher education. The changes will not have a significant economic impact on the institutions affected.
Paperwork Reduction Act of 1995
The Paperwork Reduction Act of 1995 does not require you to respond to a collection of information unless it displays a valid OMB control number. We display the valid OMB control numbers assigned to collections of information in these final regulations at the end of the affected sections of the regulations.
Assessment of Educational Impact
In the NPRM we requested comments on whether the proposed regulations would require transmission of information that any other agency or authority of the United States gathers or makes available.

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

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

List of Subjects

34 CFR Parts 606 and 607

Colleges and universities, Grant programs—education, Reporting and recordkeeping requirements.

34 CFR Part 611

Colleges and universities, Elementary and secondary education, Grant programs—education.

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34 CFR Part 637

Colleges and universities, Educational study programs, Equal educational opportunity, Grant programs—education, Reporting and recordkeeping requirements, Science and technology, Women.

34 CFR Part 648

Colleges and universities, Grant programs—education, Reporting and recordkeeping requirements, Scholarships and fellowships.

34 CFR Part 656

Colleges and universities, Cultural exchange programs, Educational study programs, Grant programs—education, Reporting and recordkeeping requirements.

34 CFR Part 657

Colleges and universities, Cultural exchange programs, Educational study programs, Grant programs—education, Reporting and recordkeeping requirements, Scholarships and fellowships.

34 CFR Part 658

Colleges and universities, Cultural exchange programs, Educational study programs, Grant programs—education.

34 CFR Part 660

Colleges and universities, Cultural exchange programs, Educational Research, Educational study programs, Grant programs—education.

34 CFR Part 661

Business and industry, Colleges and universities, Educational study programs, Grant programs—education, Student aid.

34 CFR Part 662

Colleges and universities, Educational Research, Educational study programs, Grant programs—education, Scholarships and fellowships.

34 CFR Part 663

Colleges and universities, Educational Research, Educational study programs, Grant programs—education, Scholarships and fellowships, Teachers.

34 CFR Part 664

Colleges and universities, Educational Research, Educational study programs, Grant programs—education, Teachers.

34 CFR Part 669

Colleges and universities, Educational Research, Educational study programs, Grant programs—education, Reporting and recordkeeping requirements, Teachers.

Dated: March 16, 2005.

Sally L. Stroup,

Assistant Secretary for Postsecondary Education.

For the reasons discussed in the preamble, the Secretary amends parts 606, 607, 611, 637, 648, 656, 657, 658, 660, 661, 662, 663, 664, and 669 of title 34 of the Code of Federal Regulations as follows:

PART 606--DEVELOPING HISPANIC-SERVING INSTITUTIONS PROGRAM

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

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

2. Section 606.20 is amended by—

A. Revising paragraph (b);

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

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

The revision reads as follows:

Sec. 606.20 How does the Secretary choose applications for funding?

* * * * *

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

* * * * *

3. Section 606.21 is amended by—

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

B. Revising the introductory text to read as follows:

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

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

* * * * *

4. Section 606.22 is amended by—

A. Revising the introductory text;

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

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

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

The revision reads as follows:

Sec. 606.22 What are the selection criteria for development grants?

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

* * * * *

5. Section 606.23 is amended by—

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

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

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

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

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

* * * * *

PART 607--STRENGTHENING INSTITUTIONS PROGRAM

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

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

7. Section 607.20 is amended by—

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

B. In redesignated paragraph (c)(2), removing the reference to “(b)(1)” and adding, in its place, the reference “(c)(1)”;

C. Adding a new paragraph (b); and

D. Revising paragraph (d).

The addition and revision read as follows:

Sec. 607.20 How does the Secretary choose applications for funding?

* * * * *

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

* * * * *

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

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

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

* * * * *

8. Section 607.21 is amended by—

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

B. Revising the introductory text to read as follows:

Sec. 607.21 What are the selection criteria for planning grants?

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

* * * * *

9. Section 607.22 is amended by—

A. Revising the introductory text;

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

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

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

The revision reads as follows:

Sec. 607.22 What are the selection criteria for development grants?

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

* * * * *

10. Section 607.23 is amended by—

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

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

Sec. 607.23 What special funding consideration does the Secretary provide?

(a) If funds are available to fund only one additional planning grant and each of the next fundable applications has received the same number of points under Sec. 607.20 or 607.21, the Secretary awards additional points, as provided in the application package or in a notice published in the Federal Register, to any of those applicants that—

* * * * *

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

* * * * *

PART 611--TEACHER QUALITY ENHANCEMENT GRANTS PROGRAM

11. The authority citation for part 611 continues to read as follows:

Authority: 20 U.S.C. 1021 et seq. and 1024(e), unless otherwise noted.

Sec. 611.2 [Amended]

12. Section 611.2 is amended by, in paragraph (a), removing the words “paragraphs (a)(1), (a)(2)(iii), or (a)(3)(iii) of Sec. 611.3” and adding, in their place, the words “paragraphs (a)(1), (a)(2)(i)(B), (a)(2)(ii), (a)(3)(i)(B), or (a)(3)(ii) of Sec. 611.3”.

13. Section 611.3 is amended by—

A. Revising paragraphs (a)(2) and (a)(3); and

B. In paragraph (b), removing the words “paragraphs (b)(2)(ii) and (b)(3)(ii)” and adding, in their place, the words “paragraphs (a)(2)(i)(A) and (a)(3)(i)(A)”.

The revisions read as follows:

Sec. 611.3 What procedures does the Secretary use to award a grant?

* * * * *

(a) * * *

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

(i) If the Secretary uses a two-stage application process, the Secretary uses—

(A) The selection criteria in Sec. Sec. 611.21 through 611.22 to evaluate pre-applications submitted for new grants, and to determine those applicants to invite to submit full program applications; and

(B) For those applicants invited to submit full applications, the selection criteria and competitive preference in Sec. Sec. 611.23 through 611.25 to evaluate the full program applications.

(ii) If the Secretary does not use a two-stage application process, the Secretary uses the selection criteria and competitive preference in Sec. Sec. 611.23 through 611.25 to evaluate applications.

(3) For the Teacher Recruitment Grants Program, the Secretary may use a two-stage application process to determine which applications to fund.

(i) If the Secretary uses a two-stage application process, the Secretary uses—

(A) The selection criteria in Sec. 611.31 to evaluate pre-applications submitted for new grants, and to determine those applicants to invite to submit full program applications; and

(B) For those applicants invited to submit full applications, the selection criteria in Sec. 611.32 to evaluate the full program applications.

(ii) If the Secretary does not use a two-stage application process, the Secretary uses the selection criteria in Sec. 611.32 to evaluate applications.

* * * * *

PART 637--MINORITY SCIENCE AND ENGINEERING IMPROVEMENT PROGRAM

14. The authority citation for part 637 continues to read as follows:

Authority: 20 U.S.C. 1067-1067c, 1067g-1067k, 1068, 1068b, unless otherwise noted.

15. Section 637.31 is amended by—

A. Revising paragraph (b); and

B. Removing paragraph (c) and redesignating paragraphs (d)(1), (2), and (3) as paragraphs (c)(1), (2), and (3), respectively.

The revision reads as follows:

Sec. 637.31 How does the Secretary evaluate an application?

* * * * *

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

* * * * *

16. Section 637.32 is amended by—

A. Revising the introductory text;

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

C. In paragraph (a)(2)(v), removing the parenthetical “(See EDGAR 34 CFR 75.581)” and adding, in its place, the parenthetical “(See 34 CFR 75.580)”.

D. In paragraph (b)(2)(iv), removing the word “groups” the second time it appears and adding, in its place, the word “group”;

E. In paragraph (d)(1), removing the parenthetical “(See EDGAR 34 CFR 75.590--Evaluation by the grantee; where applicable)” and adding, in its place, the parenthetical “(See 34 CFR 75.590)”;

F. Removing the authority citation that appears immediately before paragraph (f); and

G. Revising paragraph (f)(2)(iii).

The revisions read as follows:

Sec. 637.32 What selection criteria does the Secretary use?

The Secretary evaluates applications on the basis of the criteria in this section.

* * * * *

(f) * * *

(2) * * *

(iii) Involvement of appropriate individuals, especially science faculty, in identifying the institutional needs.

* * * * *

PART 648--GRADUATE ASSISTANCE IN AREAS OF NATIONAL NEED

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

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

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

Sec. 648.30 How does the Secretary evaluate an application?

* * * * *

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

* * * * *

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

* * * * *

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

20. The authority citation for part 656 continues to read as follows:
    Authority: 20 U.S.C. 1122, unless otherwise noted.

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

* * * * *

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

* * * * *

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

* * * * *

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

* * * * *

PART 657--FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS PROGRAM

24. The authority citation for part 657 continues to read as follows:
    Authority: 20 U.S.C. 1122, unless otherwise noted.

25. Section 657.20 is amended by—
    A. In paragraph (a), adding the word “institutional” before the word “application”; and
    B. Revising paragraph (b) to read as follows:

Sec. 657.20 How does the Secretary evaluate an institutional application for an allocation of fellowships?

* * * * *

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

* * * * *

26. Section 657.21 is amended by—
    A. Removing all of the parentheticals that end in “points)”; and
    B. Adding introductory text to read as follows:
    Sec. 657.21 What criteria does the Secretary use in selecting institutions for an allocation of fellowships?
    The Secretary evaluates an institutional application for an allocation of fellowships on the basis of the criteria in this section.

* * * * *

PART 658--UNDERGRADUATE INTERNATIONAL STUDIES AND FOREIGN LANGUAGE PROGRAM

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

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

28. Section 658.30 is revised to read as follows:

Sec. 658.30 How does the Secretary evaluate an application?

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

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

(Authority: 20 U.S.C. 1124)

29. Section 658.31 is amended by—

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

B. Revising the introductory text to read as follows:

Sec. 658.31 What selection criteria does the Secretary use?

The Secretary evaluates an application for a project under this program on the basis of the criteria in this section.

* * * * *

30. Section 658.32 is amended by—

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

B. Revising the introductory text to read as follows:

Sec. 658.32 What additional criteria does the Secretary apply to institutional applications?

In addition to the criteria referred to in Sec. 658.31, the Secretary evaluates an application submitted by an institution of higher education or a combination of such institutions on the basis of the criteria in this section.

* * * * *

31. Section 658.33 is amended by—

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

B. Revising the introductory text to read as follows:

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

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

* * * * *

PART 660--THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM

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

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

33. Section 660.30 is revised to read as follows:

Sec. 660.30 How does the Secretary evaluate an application?

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

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

(Authority: 20 U.S.C. 1125)

34. Section 660.31 is amended by—

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

B. Revising the introductory text to read as follows:

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

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

* * * * *

35. Section 660.32 is amended by—

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

B. Revising the introductory text to read as follows:

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

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

* * * * *

36. Section 660.33 is amended by—

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

B. Revising the introductory text to read as follows:

Sec. 660.33 What additional selection criteria does the Secretary use for an application to develop specialized instructional materials?

In addition to the criteria referred to in Sec. 660.31, the Secretary evaluates an application to develop specialized instructional materials on the basis of the criteria in this section.

* * * * *

PART 661--BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

37. The authority citation for part 661 continues to read as follows:

Authority: 20 U.S.C. 1130-1130b, unless otherwise noted.

38. Section 661.30 is revised to read as follows:

Sec. 661.30 How does the Secretary evaluate an application?

The Secretary evaluates an application for a grant under this program on the basis of the criteria in Sec. 661.31. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(Authority: 20 U.S.C. 1130a)

39. Section 661.31 is amended by—

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

B. In paragraph (e), adding the punctuation “.” after the word “resources”; and

C. Revising the introductory text to read as follows:

Sec. 661.31 What selection criteria does the Secretary use?

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

* * * * *

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

40. The authority citation for part 662 continues to read as follows:

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

41. Section 662.21 is amended by—

A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear;

B. In paragraph (c)(2), removing the word “a”; and

C. Revising paragraph (a) to read as follows:

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

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

* * * * *

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

42. The authority citation for part 663 continues to read as follows:

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

43. Section 663.21 is amended by—

A. Removing all of the parentheticals that end in “points)” and removing the parentheticals “(10)”, “(15)”, and “(5)” wherever they appear; and 0

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

Sec. 663.21 What criteria does the Secretary use to evaluate an application for a fellowship?

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

* * * * *

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

44. The authority citation for part 664 continues to read as follows:

Authority: 22 U.S.C. 2452(b)(6), unless otherwise noted.

45. Section 664.30 is amended by—

A. Revising paragraph (a);

B. Removing paragraph (b); and

C. Redesignating paragraphs (c) and (d) as paragraphs (b) and (c), respectively.

The revision reads as follows:

Sec. 664.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a Group Project Abroad on the basis of the criteria in Sec. 664.31. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

* * * * *

46. Section 664.31 is amended by—

A. Removing all of the parentheticals that end in “points).” and removing the parenthetical that ends in “points)”; and

B. Revising the introductory text to read as follows:

Sec. 664.31 What selection criteria does the Secretary use?

The Secretary uses the criteria in this section to evaluate applications for the purpose of recommending to the J. William Fulbright Foreign Scholarship Board Group Projects Abroad for funding under this part.

* * * * *

PART 669--LANGUAGE RESOURCE CENTERS PROGRAM

47. The authority citation for part 669 continues to read as follows:

Authority: 20 U.S.C. 1123, unless otherwise noted.

48. Section 669.20 is revised to read as follows:

Sec. 669.20 How does the Secretary evaluate an application?

The Secretary evaluates an application for an award on the basis of the criteria contained in Sec. Sec. 669.21 and 669.22. The Secretary informs applicants of the maximum possible score for each criterion in the application package or in a notice published in the Federal Register.

(Authority: 20 U.S.C. 1123)

49. Section 669.21 is amended by—

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

B. In paragraph (c), removing the symbol “Sec. “; and

C. Revising the introductory text to read as follows:

Sec. 669.21 What selection criteria does the Secretary use?

The Secretary evaluates an application on the basis of the criteria in this section.

* * * * *

[FR Doc. 05-5547 Filed 3-18-05; 8:45 am]
BILLING CODE 4000-01-P

Federal Register: August 31, 1998 (Volume 63, Number 168)
Rules and Regulations [Page 46357-46368]
From the Federal Register Online via GPO Access wais.access.gpo.gov
Part VI Department of Education

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34 CFR Parts 662, 663 and 664

Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program, Fulbright-Hays Faculty Research Abroad Fellowship Program, and Fulbright-Hays Group Projects Abroad Program; Final Rule

DEPARTMENT OF EDUCATION

34 CFR Parts 662, 663, and 664 RIN 1840-AC53

Fulbright-Hays Doctoral Dissertation Research Abroad Fellowship Program, Fulbright-Hays Faculty Research Abroad Fellowship Program, and Fulbright-Hays Group Projects Abroad Program

AGENCY: Office of Postsecondary Education, Department of Education.

ACTION: Final regulations.

SUMMARY: The Secretary amends the regulations governing the Higher Education Programs in Modern Foreign Language Training and Area Studies--Doctoral Dissertation Research Abroad Fellowship Program, Faculty Research Abroad Fellowship Program, and Group Projects Abroad Program. These amendments are needed as a result of changes in terminology applicable to these programs and changes in the selection criteria. The final regulations change the names of these programs, remove obsolete references, modify the selection criteria, and make other technical changes.

EFFECTIVE DATES: These regulations take effect September 30, 1998.

FOR FURTHER INFORMATION CONTACT: Karla Ver Bryck Block, U.S. Department of Education, 600 Independence Avenue, SW., Suite 600C Portals Building, Washington, DC 20202-5331. Telephone: (202) 401-9774. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday. Individuals with disabilities may obtain this document in an alternate format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed in the preceding paragraph.

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

Subpart A—General Sec.
663.1 What is the Fulbright-Hays Faculty Research Abroad Fellowship Program?
663.2 Who is eligible to receive an institutional grant under this program?
663.3 Who is eligible to receive a fellowship under this program?
663.4 What is the amount of a fellowship?
663.5 What is the duration of a fellowship?
663.6 What regulations apply to this program?
663.7 What definitions apply to this program?
Subpart B—Applications
663.10 How does an individual apply for a fellowship?
663.11 What is the role of the institution in the application process?
Subpart C--Selection of Fellows
663.20 How is a Fulbright-Hays Faculty Research Abroad Fellow selected?
663.21 What criteria does the Secretary use to evaluate an application for a fellowship?
663.22 How does the J. William Fulbright Foreign Scholarship Board select fellows?
Subpart D--Post-award Requirements for Institutions
663.30 What are an institution's responsibilities after the award of a grant?
Subpart E--Post-award Requirements for Fellows

663.41 What are a fellow's responsibilities after the award of a fellowship?
663.42 How may a fellowship be revoked?

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

Subpart A--General

Sec. 663.1 What is the Fulbright-Hays Faculty Research Abroad Fellowship Program?

(a) The Fulbright-Hays Faculty Research Abroad Program is designed to contribute to the development and improvement of modern foreign language and area studies in the United States by providing opportunities for scholars to conduct research abroad.

(b) Under the program, the Secretary awards fellowships, through institutions of higher education, to faculty members who propose to conduct research abroad in modern foreign languages and area studies to improve their skill in languages and knowledge of the culture of the people of these countries.

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

Sec. 663.2 Who is eligible to receive an institutional grant under this program?

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

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

Sec. 663.3 Who is eligible to receive a fellowship under this program?

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

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

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

(b) Is employed by an institution of higher education;

(c) Has been engaged in teaching relevant to his or her foreign language or area studies specialization for the two years immediately preceding the date of the award;

(d) Proposes research relevant to his or her modern foreign language or area specialization which is not dissertation research for a doctoral degree; and

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

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

Sec. 663.4 What is the amount of a fellowship?

(a) The Secretary pays--

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

(2) A maintenance stipend for the fellow related to his or her academic year salary; and

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

(b) The Secretary may pay--

(1) Emergency medical expenses not covered by the faculty member's health and accident insurance; and

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

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

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

Sec. 663.5 What is the duration of a fellowship?

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

(b) A fellowship may not be renewed.

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

Sec. 663.6 What regulations apply to this program?

The following regulations apply to this program:

(a) The regulations in this part 663; and

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

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

Sec. 663.7 What definitions apply to this program?

(a) Definitions of the following terms as used in this part are contained in 34 CFR part 77: Applicant, Application, Award, EDGAR, Fiscal year, Grant, Secretary

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

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

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

Binational commission means an educational and cultural commission established, through an agreement between the United States and either a foreign government or an international organization, to carry out functions in connection with the program covered by this part.

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

(1) The recipient's spouse.

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

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

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

Subpart B--Applications

Sec. 663.10 How does an individual apply for a fellowship?

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

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

(1) Is eligible to receive a fellowship under Sec. 663.3; and

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

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

Sec. 663.11 What is the role of the institution in the application process?

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

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

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

(c) Forwarding screened applications to the Secretary through a request for an institutional grant.

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

Subpart C--Selection of Fellows

Sec. 663.20 How is a Fulbright-Hays Faculty Research Abroad Fellow selected?

(a) The Secretary considers applications for fellowships under this program that have been screened and submitted by eligible institutions. The Secretary evaluates these applications on the basis of the criteria in Sec. 663.21.

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

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

(d) The Secretary gives preference to applicants who have served in the armed services of the United States if their applications are equivalent to those of other applicants on the basis of the criteria in Sec. 663.21.

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

(f) The Secretary presents recommendations for recipients of fellowships to the J. William Fulbright Foreign Scholarship Board, which reviews the recommendations and approves recipients.

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

Sec. 663.21 What criteria does the Secretary use to evaluate an application for a fellowship?

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

(2) The maximum score for all of the criteria is 100 points. However, if priority criteria described in paragraph (c) of this section are used, the maximum score is 110 points.

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

(b) Quality of proposed project. (60 points) The Secretary reviews each application to determine the quality of the research project proposed by the applicant. The Secretary considers--

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

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

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

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

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

(6) The objectives of the project regarding the sponsoring institution's plans for developing or strengthening, or both, curricula in modern foreign languages and area studies.

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

(1) The overall strength of applicant's academic record (teaching, research, contributions, professional association activities);

(2) The applicant's excellence as a teacher or researcher, or both, in his or her area or areas of specialization;

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

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

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

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

(i) A specific geographic area or country, such as East Asia or Latvia;

(ii) An academic discipline, such as history or political science;

(iii) A language, such as Hausa or Telegu; or

(iv) A topic, such as religious fundamentalism or migration.

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

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

Sec. 663.22 How does the J. William Fulbright Foreign Scholarship Board select fellows?

The J. William Fulbright Foreign Scholarship Board selects fellows on the basis of the Secretary's recommendations and the information described in Sec. 663.20(e) from binational commissions or United States diplomatic missions.

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

Subpart D--Post-award Requirements for Institutions

Sec. 663.30 What are an institution's responsibilities after the award of a grant?

(a) An institution to which the Secretary awards a grant under this part is responsible for administering the grant in accordance with the regulations described in Sec. 663.6.

(b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in Sec. 663.11.

(c) The institution is responsible for disbursing funds in accordance with procedures described in Sec. 663.4.

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

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

Subpart E--Post-award Requirements for Fellows

Sec. 663.41 What are a fellow's responsibilities after the award of a fellowship?

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

(a) Maintain satisfactory progress in the conduct of his or her research;

(b) Devote full time to research on the approved topic;

(c) Not engage in unauthorized income-producing activities during the period of the fellowship; and

(d) Remain employed by the grantee institution during the period of the fellowship.

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

Sec. 663.42 How may a fellowship be revoked?

(a) The fellowship may be revoked only by the J. William Fulbright Foreign Scholarship Board upon the recommendation of the Secretary.

(b) The Secretary may recommend a revocation of a fellowship on the basis of—

(1) The fellow's failure to meet any of the conditions in Sec. 663.41; or

(2) Any violation of the standards of conduct adopted by the J. William Fulbright Foreign Scholarship Board.

(Authority: 22 U.S.C. 2452(b)(6), 2456, and Policy Statements of the J. William Fulbright Foreign Scholarship Board, 1990)

INSTRUCTIONS AND FORMS FOR THE APPLYING COLLEGE OR UNIVERSITY

SECTION B

OMB No. 1840-0005
Exp. Date 7/31/2007

Public reporting burden for this collection of information is estimated at an average of 20 hours for each faculty member and 25 hours for each project director, including the 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 this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, D.C. 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1840-0005, Washington, D.C. 20503.

Instructions for Institution's Project Director

Responsibilities of the Institution's Project Director

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

(a) Registering in e-Application as a Project Director for the Fulbright-Hays Faculty Research Abroad program.

(b) 1. Screening individual faculty applications, in accordance with the institutions' own technical and academic criteria and the program's eligibility requirements. Project Directors can review individual faculty applications once they have been submitted, by going to "Item 22" and clicking on the individual names. The individual name is the link to the application materials.
2. On the Education Supplemental Information for SF 424, indicate whether or not Human Subjects Approval (IRB) is required. If required, include each individual applicant's response to question 3 on ED Supplemental Information for SF424 form.
3. Accepting applications to include in the institutional submission, by going to "Item 22", and checking the box next to the individual applicants' names BEFORE submitting the institutional portion.

(c) Transmitting in a single submission, all recommended individual Faculty Research Abroad applications, including the *Application for Federal Assistance* (Standard Form 424), the *ED Supplemental for SF424,* the *Assurances -- Non-Construction Programs* (ED Form 424B)*; and Drug-Free Workplace Requirements* to the U.S. Department of Education in accordance with the guidelines published in the notice inviting applications for new awards and contained in the transmittal instructions.

(d) Announcing the preliminary results of the competition to individual applicants (i.e., principle candidate status, alternate status, non-selection). An executed copy of the Grant Agreement between the U.S. Department of Education (ED) and the higher education institution listing fellowship holders and award benefits will constitute the official announcement of the award. The announcement will be made between April and June.

(e) Administering the grant and disbursing funds.

Supplemental Instructions for the Application for Federal Assistance (Standard Form 424) The Federal forms that accompany this electronic submission MUST be filled out on paper and faxed to ED within 3 business days of the Closing Date. Please complete the forms below, complete them, and fax them to ED's Application Control Center at 202-245-6272.

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

Item 1. Select "Application".
Item 2. Select "New".
Item 3. Leave Blank.
Item 4. Leave Blank
Item 5. Leave Blank
Item 6. Leave Blank.
Item 7. Leave Blank.
Item 8. **A.** Enter the legal name of the institution of higher education
B. Enter the tax identification number as assigned by the Internal Revenue Service
C. Provide the institution's Data Universal Numbering System (D-U-N-S) number. You can obtain your D-U-N-S number at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: http://www.dnb.com/dbis/aboutdb/intlduns.htm.
D. Enter the address of the institution of higher education.
E. Enter the organizational unit (department or division) that will undertake the funding activity.
F. Enter the name of the Project Director. The Project Director should be the higher education institution's representative who will be responsible for the daily administration of the program while the researcher is overseas. State title, organizational affiliation, telephone and fax numbers and email address of the project director.
Item 9. Select "H. – Public/State Controlled IHE" OR "O. -. Private IHE".
Item 10. Enter "US Department of Education".
Item 11. Enter 84.019A, Fulbright-Hays Faculty Research Abroad Program.
Item 12. Leave Blank

Item 13. Leave Blank
Item 14. Enter "N/A".
Item 15. Enter "Fulbright-Hays Faculty Research Abroad Program".
Item 16. Self-Explanatory.
Item 17. **A.** Enter 07/01/07
B. Enter 12/31/08
Item 18. Will populate automatically as individual applicants submit their portion of the application to the project director.
Item 19. Check, "C. Program not covered by E.O. 12373".
Item 20. Self-Explanatory
Item 21. Self-Explanatory to be completed by the IHE's authorized representative.
Item 22. Will populate automatically as individual applicants submit their portion of the application to the project director.

- *ED Supplemental Information for SF 424.*
- *Assurances -- Non-Construction Programs (SF 424B)*

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

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

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

- *Disclosure of Lobbying Activities (SF-LLL) (ED Form 80-0013)*

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

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☐ New	
☐ Application	☐ Continuation	*Other (Specify) _____
☐ Changed/Corrected Application	☐ Revision	

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:	

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

_____

CFDA Title:

_____

***12 Funding Opportunity Number**:

_____

*Title:

_____

13. Competition Identification Number:

_____

Title:

_____

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

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

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: *b. Program/Project:

17. Proposed Project:

*a. Start Date: *b. End Date:

18. Estimated Funding ($):

*a. Federal _____

*b. Applicant _____

*c. State _____

*d. Local _____

*e. Other _____

*f. Program Income _____

*g. TOTAL _____

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☐ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☐ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☐ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number: | Fax Number:

* Email:

*Signature of Authorized Representative: | *Date Signed:

Application for Federal Assistance SF-424
Version 02

Applicant Federal Debt Delinquency Explanation

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

ITEM 22

Name of Individual Applicants	Discipline	Countries of Research	Human Subjects Approval (check if required)	Amount Requested

INSTRUCTIONS FOR THE SF-424

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

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

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

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • 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.
2.	**Type of Application:** (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
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.
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. **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. **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. **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). **e. Organizational Unit**: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the

Item	Entry:
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.
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.
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.
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 district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	**Proposed Project Start and End Dates:** (Required) Enter the proposed start date and end date of the project.
18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	**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

	assistance activity, if applicable. **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.		State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
		20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)		21.	**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.)

SUPPLEMENTAL INFORMATION
REQUIRED FOR
DEPARTMENT OF EDUCATION

1. Project Director:

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

Address:

* Street1:

Street2:

* City:

County:

* State * Zip Code: * Country:

* Phone Number (give area code)

Fax Number (give area code)

Email Address:

2. Applicant Experience:

Novice Applicant ☐ Yes ☐ No ☐ Not applicable to this program

3. Human Subjects Research:

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

☐ Yes ☐ No

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

☐ Yes Provide Exemption(s) #:

☐ No Provide Assurance #, if available:

Please attach an explanation Narrative:

Add Delete Attachment View

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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

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

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

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

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

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

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

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

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

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

PAPERWORK BURDEN STATEMENT. ACCORDING TO THE PAPERWORK REDUCTION ACT OF 1995, NO PERSONS ARE REQUIRED TO RESPOND TO A COLLECTION OF INFORMATION UNLESS SUCH COLLECTION DISPLAYS A VALID OMB CONTROL NUMBER. THE VALID OMB CONTROL NUMBER FOR THIS INFORMATION COLLECTION IS 1890-0017. THE TIME REQUIRED TO COMPLETE THIS INFORMATION COLLECTION IS ESTIMATED TO AVERAGE BETWEEN 15 AND 45 MINUTES PER RESPONSE, INCLUDING THE TIME TO REVIEW INSTRUCTIONS, SEARCH EXISTING DATA RESOURCES, GATHER THE DATA NEEDED, AND COMPLETE AND REVIEW THE INFORMATION COLLECTION. IF YOU HAVE ANY COMMENTS CONCERNING THE ACCURACY OF THE ESTIMATE(S) OR SUGGESTIONS FOR IMPROVING THIS FORM, PLEASE WRITE TO: U.S. DEPARTMENT OF EDUCATION, WASHINGTON, D.C. 20202-4700. IF YOU HAVE COMMENTS OR CONCERNS REGARDING THE STATUS OF YOUR INDIVIDUAL SUBMISSION OF THIS FORM WRITE DIRECTLY TO: JOYCE I. MAYS, APPLICATION CONTROL CENTER, U.S. DEPARTMENT OF EDUCATION, POTOMAC CENTER PLAZA, 550 12TH STREET, S.W. ROOM 7076, WASHINGTON, D.C. 20202-4260**.**

DEFINITIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424
(ATTACHMENT TO INSTRUCTIONS FOR SUPPLEMENTAL INFORMATION FOR SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—**Research**

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

—Human Subject

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

B. Exemptions.

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

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

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed. Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in***

the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

A. Exempt Research Narrative.
If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

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

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

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

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. §§451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12 Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

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

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

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

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

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

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

Statement for Loan Guarantees and Loan Insurance.

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

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

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

ED 80-0013 08/05

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**Status of Federal Action:** a. bid/offer/application _____ b. initial award c. post-award	**Report Type:** a. initial filing _____ b. material change **For material change only:** Year _____ quarter _____ Date of last report_____
Name and Address of Reporting Entity: ____ Prime _____ Subawardee Tier_____, if Known: **Congressional District, if known:**	**If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**	
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____	
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*	
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.	**Signature: _____** **Print Name: _____** **Title: _____** **Telephone No.: _____ Date: _____**	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

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

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

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

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

The Government Performance and Results Act (GPRA)

What is GPRA?

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

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

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the United States. The Department's goals, as listed in the plan, are:

Goal 1: *Create a Culture of Achievement*

Goal 2: *Improve Student Achievement*

Goal 3: *Develop Safe Schools and Strong Character*

Goal 4: *Transform Education into an Evidence-based Field*

Goal 5: *Enhance the Quality of and Access to Postsecondary and Adult Education*

Goal 6: *Establish Management Excellence*

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 5: Enhance the Quality of and Access to Postsecondary and Adult Education.

What are the Performance Indicators for the International Education Programs?

The Department's specific goal for the International Education programs is "to meet the nation's security and economic needs through the development and maintenance of a national capacity in foreign languages, and area and international studies." The Department has established objectives and performance indicators for the Title VI and Fulbright Hays programs and data are collected through the International Education Programs Service (IEPS) reporting system. The indicators for the International Education programs focus on the following areas: (1) expansion of critical languages; (2) employment in field; and (3) improved language competency.

All grantees are required to submit annual performance reports through IEPS reporting system that describe the projects' accomplishments and provide GPRA data. Data collected from each of the fourteen International Education programs are used to assess the success of meeting the performance objectives.

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Frequently Ask Questions – Institution's Project Director (PD)

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

Q. How many sections are there to the application and who fills out what section?
A. There are two major sections to the e-application – the individual faculty applicant's section and the Project Director's (PD) section. Upon completion of the individual component of the application, the faculty member submits all portions of the application (narrative, cv, individual budget, etc.) to the PD. The PD is responsible for reviewing all individual faculty applications, including the submitted institutional support statement and language reference form(s) submitted by the referees, of his/her institution and submitting them in a single submission, along with the required institutional components, to the U.S. Department of Education (US/ED). **Only the PD can submit an application to US/ED.**

Q. When the PD submits the e-application, where does it go?
A. After the PD hits the submit button, the entire application (both the individual and institutional components) is sent electronically to US/ED. The PD will receive a confirmation e-mail that states: "Your application for Fulbright Hays Faculty Research Abroad Program, CFDA 84.019A, was received on XX (the date) at XX (the time submitted) Washington, DC time. This message will include the application' s identifier number (P019A0700XX).

Q. When does the PD hit the submit button?
A. The PD hits the submit button BEFORE 4:30 pm Washington, DC time on the published closing date and after: 1) All institutional and individual components of each individual faculty applicant, including foreign language references and institutional support statements are submitted; 2) The PD has reviewed all individual applications; and 3) The PD has approved each individual application by checking the box next to their name on "Item 22" on Application for Federal Assistance (SF 424).

Q. How does the PD review and approve the faculty applications for submission to US/ED?
A. The PD is able to review only applications that have been submitted to him/her by individual faculty applicants employed at his/her institution. To review an individual application he/she should consult "Item 22" on Application for Federal Assistance (SF 424) and click on the faculty member's name. This will link him/her to that individual's application. After the review of all individual applications have been completed, the PD indicates his/her approval of each application by clicking the acceptance box next to each name. Only PD-approved applications are included in the institutional submission to US/ED.

Q. Whom should the PD contact in the event of technical problems with e-application (e.g., pulling up a form?
A. If the PD experiences any technical difficulties, he/she should contact the e-application help desk at 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Monday-Friday from 8:00 a.m. to 6:00 p.m. Washington DC time.

Q. If the PD has a question specific to the Fulbright-Hays Faculty Research Abroad (FRA) program (e.g., eligibility requirements) whom should he contact?
A. If the PD has program specific questions, he/she should contact Ms. Amy Wilson at (202) 502-7689; amy.wilson@ed.gov.

Q. Who should write the institutional support statement?
A. An administrator of the institution who is knowledgeable about the applicant's abilities and the institution's language and area studies resources should write the institutional support statement. The statement should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability and availability to accept the award if offered. This will be submitted via the web.

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

Q. Can the PD set his/her own institutional deadline so that he/she can meet the closing date published in the FEDERAL REGISTER?
A. Yes! The PD should set an institutional deadline for faculty members and referees so that he/she will have ample time to review the individual application material, solve technical problems and submit a complete institutional application in a timely fashion as specified in the Federal Register.

Q. If a PD has access to the Fulbright-Hays Doctoral Dissertation Research Abroad (DDRA) Program screens, does he also have access to the FRA PD Screens?
A. No! Each program is separate and distinct in e-Application. The PD must register for each program separately in accordance with the instructions outlined in the Closing Date Notices published in the *FEDERAL REGISTER.* IEPS strongly suggests that potential PDs request access to and register in the e-Application system as soon as possible!

Q. Can a faculty applicant be designated as a Project Director (PD)?
A. No! The PD is the individual at the university who will administer the grant, disburse funds, and complete the reporting requirements in accordance with the terms and conditions of the grant should a faculty applicant be selected for a fellowship. He/she is the institutional point of contact for both the FRA fellow and US/ED. He/she can be the chair of a department, a person in the sponsored research/grants office or any other employee so designated by the "authorized representative" of the institution.

Q. What signatures are required for the e-Application?
A. The PD is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. With in three days after submitting the electronic application, the PD MUST fax a signed copy of the SF 424 to the Application Control Center after obtaining the institution's Authorizing Representative's signature. We ask that Project Directors place the PR/Award Number the PD received electronically upon submission in the upper right hand corner of the hard copy signature page of the SF 424. US/ED may request original signatures on other forms at a later date.

INSTRUCTIONS AND FORMS FOR FACULTY

SECTION C

OMB No. 1840-0005
Exp. Date: 07/31/2007

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0005**. The time required to complete this information collection is estimated to average **20** hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to** FRA Program IEPS/OPE. Department of Education, 400 Maryland Avenue, SW (1990 K St, NW, 6th Floor), Washington, DC 20202-4651.

Instructions for Faculty

Program Objective

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

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

Research overseas means research outside the United States, Puerto Rico, Guam, American Samoa, and the American Virgin Islands. Research will not be funded in countries in which the United States has no diplomatic representation or which are specifically excluded in the Notice of Closing Date annually published in the *Federal Register* and contained in this application.

For a complete description of the programs, consult the US Department of Education Regulations 34 Code of Federal Regulations Parts 663.

Eligibility Requirements

To be eligible to receive an award under the Faculty Research Abroad Program, a faculty member must:

1. (a) Be a citizen of the United States; or
   (b) Be a permanent resident of the United States;
2. Be employed by an institution of higher education as defined in the program regulations.
3. Have been engaged in teaching relevant to his or her foreign language or area studies specialization for the two years immediately preceding the date of the award.
4. Propose research relevant to his or her modern foreign language or area studies specialization which (a) cannot be conducted in the United States or for which a foreign country or region provides significantly superior research facilities; (b) will contribute to the development or improvement of the study of modern foreign languages or area studies in the fields needed for full understanding of the area, regions, or countries in which modern foreign languages are commonly used, and (c) is not dissertation research for a doctoral degree.
5. Possess adequate skills in the language(s) necessary to successfully carry out the project.

Instructions for Fulbright-Hays Training Grants Application Form

In order that each individual applicant be evaluated properly according to the published procedures, eligibility requirements, and evaluation criteria, this specific electronic application package must be completed by each individual scholar applying for the Fulbright-Hays fellowship.

Item 1-4: Self-explanatory

Item 5: Choose the name of the institution through which you are applying. A faculty member planning to conduct research must apply to the Faculty Research Abroad Program through the university in which he or she is employed. If your university does not appear on this drop down list, please contact your Project Director. Only institutions' whose Project Directors have registered in e-application appear in this list. Please ensure that you choose the correct campus, i.e., University of Texas, Austin vs. University of Texas, Brownsville. A list of registered Project Directors and schools can be located in "Faculty Research Abroad Program – Section D, "Other important information".

Items 6-7: Self-explanatory

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

Item 9: Indicate all the foreign languages to be used in your research during the fellowship period and submit a completed *Fulbright-Hays Foreign Language Reference Form* for each foreign language listed. Do not list English.

Item 10: Indicate the start and end dates for conducting your research under the fellowship. Activation of the award may be as early as June 1 for faculty members, provided: a US/ED Grant Agreement has been executed, travel has been approved, the appropriate research clearances and research visas have been secured by the individual scholar and, if required, human subject clearance obtained. All research must be completed by December 31 of the year following the year in which the grant is made. Awards for full time research of 3 to 12 months duration will be offered for individual faculty members. Fellowships are not renewable.

Items 11-12: Self-explanatory

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

Item 14: Provide all academic degrees awarded, institutions from which they were granted and the disciplines in which they were granted. List the last degree received, first.

Item 15: Self-explanatory

Item 16: Provide and abstract of no more than 120 words describing your proposed research including a summary of research to be conducted as well as institutional and individual affiliations.

Item 17: Self-explanatory

Item 18: Indicate previous relevant foreign travel, period of stay and purpose (e.g., participation in an overseas language program) and specify all previous travel to the proposed host countries listed in item 8.

Items 19- 20: Indicate whether you are in default on any US Department of Education Student Financial Assistance loan, US Department of Education grant or any other Federal loan.

Item 21: Indicate whether you have been the recipient of these fellowships.

Item 22: Indicate current applications for other fellowships (Note: please see **Important Note Regarding Host Country Research Clearances** on Page C4).

Item 23: Enter the name, address and telephone number of the physician or certified nurse practitioner that completed your exam. Do not send a separate medical evaluation.

Item 24a: Enter amount requested for travel for one (1) economy class ticket, and list, in complete detail, starting with the airport closest to your current or permanent address, **all points** of travel related to your proposed project departure from and return to the United States (e.g., Philadelphia, PA - London, UK – Beijing, China - London, UK - Philadelphia, PA). The itinerary should not exceed a 12-month period and must include all countries in which you plan to conduct research with Fulbright-Hays Faculty Research Abroad support. FRA funds can be requested for only ONE (1) round-trip international ticket.

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

You will not be authorized to travel on grant funds until you have secured the appropriate research visa, research permission, and, if necessary, the appropriate affiliation with a host country institution. All travel must comply with the Fly America Act and be approved by US/ED Program Staff. No support for dependents' travel is provided.

Item 24b: Enter your annual academic year salary at the time of application (excluding summer salary, anticipated increases, or benefits). Do not put commas in the amount you enter. Enter the number of months that you are requesting funds for (3-12 months). (**Monthly maintenance rates equals: annual academic year salary (not including summer salary, anticipated increases, or benefits) at the time of application divided by 9.** This will be computed by the e-application system.

Please note that there are no dependents' allowances under the Faculty Research Abroad Program.

Item 24c: Enter the amount of any duplicating support you will receive. This amount will automatically be deducted by the e-application system.

Item 24d: Enter and justify in detail your needs for this allowance which may include expenses such as books, copying, informants, tutoring, translating and interpreting fees, tapes, film, travel within host countries, affiliation fees, etc. This allowance does not cover costs such as hotels and per diem while in the host country(ies), and costs incurred in the United States such as, expenses of passports including photographs or medical expenses such as malaria pills or vaccinations.
The cost of health and accident insurance for a Faculty Research Abroad award recipient and contributions for faculty retirement must be borne by the individual or his/her institution.
Item 24e: Fixed $100 administrative fee paid to institution.
Item 24f: The e-application will automatically compute the sum of 24a-24e.
Item 25: Self-explanatory.
Item 26: A curriculum vitae needs to be attached to your application through the e-application. The c.v. should be brief and address those previously cited evaluation criteria focused on the qualifications of the individual applicant. You should list relevant course work dealing with your language and area studies specialization; indicate fellowships and honors received; describe your publications record and any other items which, in your opinion, give a panel of scholars a comprehensive view of your past achievements, ability to successfully complete the particular research described in this proposal, and overall promise as a teacher and/or research scholar
Item 27: The project narrative and bibliography needs to be attached to your individual application through the e-application. Please note the page limitations specified in the closing date notice published in the *Federal Register.*

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

a. Host country sensitivities and interests.
b. The use of English, which can readily be understood by well-educated non-specialists.

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

Instructions for preparing the Human Subject Research Narrative

Prepare the required narratives if the project involves Human Subjects Research and/or requires IRB approval, and submit these narratives to the Project Director well in advance of the Closing Date. The instructions regarding Human Subjects Research are located in the ED Supplemental Information for SF424, found in Section B of this application booklet.

Instructions for Fulbright-Hays Foreign Language Reference Form

The language reference form, which is required for this program, should be completed by a specialist in the language and submitted to the project director at the applying college or university. A completed reference for each language listed in item 9 of the *Fulbright-Hays Training Grants Application Form* must be submitted via the web by the referee to the institution's Project Director.

Instructions for Fulbright-Hays Faculty Institutional Support Statement

This statement should be prepared by an administrator of the institution of higher education who is knowledgeable about the applicant's abilities and the institution's language and area studies resources. It should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability, and availability to

accept the award is offered. A completed statement must be submitted via the web by the referee to the institution's Project Director.

Important Note Regarding Host Country Research Clearances
When Fulbright Commissions or other overseas organizations apply for host country clearance for a FRA fellow's project, US/ED expects that that the organization will use the proposal submitted to US/ED by that fellow for the FRA competition. It is not acceptable to "transfer" clearances from a project submitted under one program's competition to a project submitted under another program's competition, in order to expedite clearance. The project that we fund must be the one submitted to US/ED that was reviewed and scored by US/ED peer reviewers according to the FRA program's selection criteria, and has undergone US/ED review procedures. This review process is the whole basis of US/ED funding decisions, and these funding decisions are approved by officials throughout the Department. US/ED understands that the proposals that faculty members submit for other programs may be "basically" the same, but we simply do not have the ability to verify this. The proposals for other programs often have different page limits, requirements and selection criteria, resulting in an application that is really quite different from what was submitted to US/ED. US/ED can only be responsible for funding the projects submitted under the FRA program.

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

Instructions for Assembly, Duplication, and Transmission

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

A completed e-Application packet to be submitted by the Project Director, at the applying college/university, to the U.S. Department of Education by 4:30 p.m. Washington D.C time on the published closing date, should contain the items specified below:

1) Fulbright-Hays Training Grants Application Form(s) submitted by the individual faculty members, via the a-Application.
2) One (1) Fulbright-Hays Foreign Language Reference Form, for each language needed to conduct the research outlined, submitted by your referee via e-Application
3) One (1) Fulbright-Hays Faculty Institutional Support Form submitted by your referee via e-Application.

A complete institutional application to the Faculty Research Abroad Program is the sum of all completed individual application packets submitted with the *Application for Federal Education Assistance* (Standard Form 424), the *ED Supplemental Information for SF424*, the *Assurances -- Non-Construction Programs* (Standard Form 424B); and *Certification Regarding Lobbying; and Drug-Free Workplace Requirements*; to the U.S. Department of Education**. Failure to meet the deadline published in the *Federal Register* will mean rejection of the application without consideration. There is no appeal of this requirement.**

OMB No. 1840-0005
Form Expires: 07/31/2007

US Department of Education

Fulbright-Hays Faculty Research Abroad Program

1.	Last Name, First, Middle				
2.	Date of Birth	3.	Country of Birth	4.	Gender ☐ M ☐ F
5.	Name of US Institution of Higher Education			6.	Department
7.	Language and Area Studies Specialization - Check One Area Only ☐ Africa • AF ☐ Western Hemisphere • AR ☐ Central/Eastern Europe and Eurasia • CEE ☐ East Asia • EA ☐ Near East • NE ☐ South Asia • SA ☐ Southeast Asia • SEA ☐ Western Europe • WE (see page A2)				
8.	Country(ies) of Research			9.	Language(s) of Research
10.	Dates of Proposed Research			11.	Veteran's Status ☐ Yes ☐ No
12.	Current Address, Phone & E-Mail			13.	Citizenship ☐ United States ☐ Resident Alien Alien Registration No. _____
14.	Academic Degree(s) Awarded, Degree Granting Institution(s), Major Discipline(s)				
15.	Proposed Project Title				
16.	Research Abstract (120 words or less)				

17.	Name(s) of Accompanying Dependent(s)	Relationship	Age
18.	Previous Overseas Travel		
19.	Grant Refunds Due ☐ Yes ☐ No	20.	Default on Loans ☐ Yes ☐ No
21.	Previously Awarded Fellowships ☐ Jacob K. Javits ☐ Title VI FLAS ☐ US/ED Fulbright Hays Faculty Research Abroad ☐ US/ED Fulbright Hays Doctoral Dissertation Research Abroad ☐ US/ED Fulbright Hays Group Projects Abroad (GPA) ☐ State Dept. / CIES Fulbright ☐ Other (please specify) _____		
22.	Current Application for Other Fellowships ☐ Int'l Research and Exchanges Board (IREX) ☐ Social Science Research Council (SSRC) ☐ US/ED Fulbright Hays Group Projects Abroad (GPA) ☐ State Dept. / CIES Fulbright ☐ Other (please specify) _____		
23.	Certification *The candidate named in this application is physically and psychologically able to carry out all phases of the project as described in this proposal.*		
	Name of Physician or Certified Nurse Practitioner	Address	Telephone No.
			Date

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

24.	Budget Request	
a.	International Economy Travel and Baggage Itinerary:	**$**
b.	Maintenance Allowance for Research Period Compute your monthly maintenance rate using the formula: Academic Year Salary / 9 = Monthly Maintenance Rate $ _____ / 9 = $ _____ **Monthly Maintenance Rate** X **No. of Months** =	$
c.	Duplicating Support Please indicate any duplicating support received (e.g., foundation grants, fellowships, sabbatical pay, etc.)	**($)**
d.	Project Allowance	**$**
e.	Administrative Fee to US Applicant Institution	**$100**
f.	Total	**$**
25.	Certification ***I certify that all information provided on this form is correct to the best of my knowledge.***	
	Name of Applicant	Date

26. **Curriculum Vitae**

27. TITLE PAGE

Typed essay may not exceed the limits specified in the Closing Date Noticed as published in the *Federal Register.*

Title:

OMB No. 1840-0005
Form Expires: 07/31/2007

FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM

U.S. DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20006-8521

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

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

Speaking and Listening (check one)

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

Reading (check one)

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

Writing (check one)

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

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

Name	Position or Title	University

Signature	Date

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FULBRIGHT-HAYS FACULTY INSTITUTIONAL SUPPORT STATEMENT

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD

International Education Programs Service • US Department of Education

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

II. CUMULATIVE SCORE OF THE TWO CATEGORIES OF CRITERIA

READER TOTAL

QUALITY OF PROPOSED PROJECT (Maximum of 60 points)

QUALIFICATIONS OF APPLICANT (Maximum of 40 points)

COMPETITIVE PRIOIRTY (Maximum of 5 points)

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

DO NOT USE DECIMAL POINTS

III. OVERALL COMMENTS

Sample

IV. SIGNATURE OF REVIEWER DATE

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD

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

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

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

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

(10)

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

(10)

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

(10)

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD

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

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

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

(10)

5. The applicant's plans to share the results of the research in progress with scholars and officials of the host country or countries and the American scholarly community.
   YOUR COMMENT:

(10)

6. The objective of the project regarding the sponsoring institution's plans for developing or strengthening or both curricula in modern foreign languages and area studies
   YOUR COMMENT:

(10)

QUALITY OF PROPOSED PROJECT
(Please record this total in Section II on page one)

TOTAL POINTS: (0-60)

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD

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

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

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

1. The overall strength of the applicant's academic record (teaching, research, contributions, professional association activities).
   YOUR COMMENT:

(10)

2. The applicant's works as a teacher or researcher or both in his or her area or areas of specialization is excellent.
   YOUR COMMENT:

(10)

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

(15)

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

(5)

QUALIFICATIONS OF THE APPLICANT
(Please record this total in Section II on page one)

TOTAL POINTS: (0-40)

TECHNICAL REVIEW - FACULTY RESEARCH ABROAD Score this application in terms of the Rating Scale. Indicate your score for each criterion in the box to the right. Do not use decimal points. Add the scores of the criteria and enter the sum in the box marked Total Points. Transfer the Total Points to the appropriate block in Section II on page one.	**RATING SCALE**
	5
	Meets the competitive priority 5
	Does not meet the competitive priority 0

VII. COMPETITIVE PRIORITY (Maximum of 5 points)

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

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

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

(5)

YOUR COMMENT:

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

Frequently Asked Questions - Faculty Applicants

Q: Can I apply independently of my university?
A: No, an eligible applicant is a U.S. institution of higher education. The faculty member's application must be submitted to the institution's Project Director (PD) who is registered in the U.S. Department of Education's e-Application system.

Q. How many sections are there to the e- Application and who fills out what section?
A: There are two primary sections to the e-Application – the faculty member's individual section and the section to be completed by the PD. Upon completion of his/her section, the faculty member submits all components of the faculty member section (parts 1-4) to the PD. The PD is responsible for reviewing the faculty member's section and submitting it, along with the PD section, which contains the required federal forms, to the U.S. Department of Education. Included in this submission are the language reference form and institutional support statement that were transmitted to the PD by the referees. **Only the PD can submit an application to US/ED.**

Q. How are the Language Reference Form and Institutional Support Statement submitted?
A: The faculty applicant will submit, via the e-Application, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from the e-Application system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identify Numbers (PINs) for the referees. The referees must click on the links and provide the PINs in order to be linked to the faculty member's reference forms. Once the forms are completed, the referees click the submit buttons. After the referees hit the submit buttons, the forms are submitted to the PD. Both the faculty member and the PD can monitor the submission of the reference forms by checking the icon next to the reference forms. An icon for a submitted form is a blank piece of paper with a check mark on it. Reference forms must be submitted BEFORE the PD submits the application to US/ED. It is suggested that internal deadlines be set by the PD for the submission of references.

Q: When the faculty member clicks the "submit" button in the e-Application system, where does his application go?
A: The faculty member's application is transmitted to his/her institution's PD for review and submission to US/ED. A faculty applicant is not able to transmit his/her application directly to US/ED.

Q: When should a faculty member's application be submitted?
A: The PD determines the internal deadline by which all sections of the application must be submitted. It is the responsibility of the faculty member to ensure that the language reference(s) and institutional support statement are submitted by referees no later than the established internal deadline.

Q: To whom does the published Closing Date apply?
A: The published Closing Date is the date by which the PD must submit all components of the application to US/ED via e-Application. It is recommended that the PD have access to all sections of the application well in advance of this date. Application materials cannot be submitted after the published closing date.

Q: Can a faculty applicant be designated as a Project Director (PD)?
A: No! The PD is the individual at the institution who will administer the grant, disburse funds, and complete the reporting requirements in accordance with the terms and conditions of the grant should a faculty applicant be selected for a fellowship. He/she is the institutional point of contact for both the FRA fellow and US/ED. He/she can be the chair of a department, a person in the sponsored research/grants office or any other employee so designated by the "authorized representative" of the institution.

Q: How do I know who the PD is?
A: Check the Project Directors listed in this application package. If your institution has submitted applications for FRA funding in the past, chances are that an experienced PD has been appointed. If your institution is a new applicant, it will be necessary for your institution's administration to appoint a PD and ensure that he/she registers in the e-Application system.

Q: How will a faculty member know that his PD has access to his application?
A: After the faculty member has submitted his/she e-application, he/she will receive an e-mail that stating that his/her application has been received by the PD at his/her institution. The PD will be copied on the e-mail notification; nevertheless, the faculty member may want to contact the PD in addition to the e-mail notification. If the PD did not receive this e-mail, please contact US/ED's Help Desk immediately.

Q: How do I know that the PD has submitted the application to US/ED?
A: A faculty member will not receive a notification e-mail when the PD transmits his/her application to US/ED. Only the PD will receive such a notification e-mail. A faculty member must check with his/her institution's PD to determine whether the application has been submitted.

Q. Who should write the institutional support statement? Should the PD?
A: The institutional support statement may be written by the PD, but does not have to be. It should be written by an administrator of the institution who is knowledgeable about the applicant's abilities and the institution's language and area studies resources. It should describe how the project will contribute to the institution's plans for developing and strengthening its program in foreign languages and area studies. It should explain how the institution plans to utilize the faculty member's experience upon completion of the fellowship and must endorse the project on the basis of the candidate's professional competence, personal suitability and availability to accept the award if offered. This reference will be submitted via the e-Application.

Q: How important is the page limit cited in the Closing Date Notice?
A: The page limit is extremely important. If the faculty member's application narrative exceeds the page limit, the application will be disqualified and will not be reviewed for funding. Please adhere strictly to the page limit guidelines contained in the published Closing Date Notice.

Q: Should references, footnotes, endnotes, or the bibliography be included in the narrative? How long should they be?
A: References, footnotes, endnotes and the bibliography will certainly strengthen an application. However, they will be considered part of the application narrative, and subject to the page limit restrictions. Please check the Closing Date Notice for more information regarding these.

Q: What if a faculty member proposed to use a much less commonly taught language and cannot find someone to evaluate his foreign language proficiency?
A: Please call Amy Wilson at 1-202-502-7689. We will gladly assist you in finding a qualified evaluator. An application is significantly less competitive if a foreign language reference form is not included.

Q: Should Letters of Affiliation from overseas host institutions or organizations be included in an application?
A: Yes, these letters are helpful to the panel in evaluating an application. Please upload to the appropriate place in the e-Application. These letters may not be mailed.

Q: Do the provisions of the "Fly America Act" apply to this program?
A: Yes. International travel budget estimates ought to be based on jet economy high season rates on U.S. Flag carriers where available.

Q. Does the international travel allowance provide funds for dependent's travel?
A: No, it does not.

Q: What signatures are needed for the e-Application?
A: No signatures are required for the faculty member's application. However, signatures from your doctor/nurse practitioner may be requested at a later date.

Q: If a faculty member experiences technical difficulties or has questions regarding the e-Application system, whom does he contact for assistance?
A: Contact the e-Grants Help Desk at 1-888-336-8930. US/ED program officers are not able to answer technical questions about e-Application.

Q: If a faculty member has programmatic questions, whom should he contact?
A: He/she should contact US/ED program officer Amy Wilson at amy.wilson@ed.gov or via telephone (202) 502-7689.

Q: When will selections be announced?
A: Awards are usually announced in April. It is the responsibility of the institution to inform a faculty member of his/her status.

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

Q: Must a faculty member apply for his own visa and research clearance?
A: Yes.

FACULTY RESEARCH ABROAD PROGRAM INFORMATION

SECTION D

E-Application Registered FRA Project Directors

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

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