



February 9, 2022

# Application Technical Assistance Webinar

Fiscal Year 2022

Title VI Language Resource Centers (LRC)



**INTERNATIONAL AND  
FOREIGN LANGUAGE  
EDUCATION**

**FULBRIGHT HAYS  
TITLE VI**

# Webinar Overview

- Purpose of Title VI Funding & the Language Resource Centers (LRC) Program
- LRC Activities
- The Fiscal Year (FY) 2022 Competition
- LRC Application Parts
- Q&A



# Purpose of Title VI Funding and the Language Resource Centers (LRC) Program



# Purpose of Title VI Funding

*Authorized under Title VI of the Higher Education Act of 1965, reauthorized in 2008 as the Higher Education Opportunity Act (HEOA)*

- Support centers and programs at U.S. institutions of higher education to strengthen capacity in area studies, international studies, and foreign languages to meet national needs.
- Award area studies and language training fellowships to undergraduate and graduate students.
- Create foreign language instructional materials, assessments, and surveys.
- Promote access to research and training overseas.

# LRC Program Purpose

- The Language Resource Centers Program makes awards for the purpose of establishing, strengthening, and operating centers that serve as resources for improving the nation's capacity for teaching and learning foreign languages effectively.
- *Language Resource Center* means a coordinated concentration of educational research and training resources for improving the nation's capacity to teach and learn foreign languages.

# Eligibility

- An institution of higher education or a combination of institutions of higher education are eligible to receive an award.
- Applications that disregard guidelines published in the Federal Register will be declared ineligible.

# LRC Activities



# LRC Activities – MUST INCLUDE

Effective dissemination efforts (whenever applicable in all authorized LRC activities)



# LRC Activities – *May Include*

- a) The conduct and dissemination of **research** on new and improved methods for teaching foreign languages, including the use of **advanced educational technology**;
- b) The development and dissemination of **new materials for teaching foreign languages**, to reflect the results of research on effective teaching strategies;

# LRC Activities

- c) The development, application and dissemination of **performance testing** that is appropriate for use in an educational setting to be used as a standard and comparable measurement of skill levels in foreign languages;
- d) The **training of teachers** in the administration and interpretation of foreign language performance tests, the use of effective teaching strategies and the use of new technologies;

# LRC Activities

- e) A significant focus on the teaching and learning needs of the **less commonly taught languages**, including an assessment of the strategic needs of the United States, the determination of ways to meet those needs nationally and the publication and dissemination of instructional materials in the less commonly taught languages;
- f) The development and dissemination of materials designed to serve as a resource for foreign language **teachers at the elementary and secondary school levels**; and

# LRC Activities

- g) The operation of **intensive summer language institutes** to train advanced foreign language students, to provide professional development and to improve language instruction through pre-service and in-service language training for teachers.

# Quick Summary of LRC Activities

- Research
- Teaching Materials
- Digital Tools and Resources
- Assessment
- Professional Development
- Less Commonly Taught Language Initiatives
- K-12 Initiatives
- Outreach and Dissemination

# The FY 2022 Competition



# FY 2022 Competition Anticipated Timeline

- The official announcement of the FY 2022 competition will happen in the *Federal Register*. We will also post updated information on IFLE's website, and in IFLE's email newsletter.

[www.federalregister.gov](http://www.federalregister.gov)

[www.ed.gov/programs/iegpslrc](http://www.ed.gov/programs/iegpslrc)

[tinyurl.com/IFLEnews](http://tinyurl.com/IFLEnews)

- Notice Inviting Applications (NIA) will be published in mid-February
- Institutions will have **60 days** to apply.

# FY 2022 Program Funding

- **Estimated** funding:
  - Total: \$2,746,768
  - Range for awards: \$130,000 – \$197,000
  - Average award: \$171,000



# Performance Period for LRC Projects

- The LRC performance period is **48 months**.
- This covers Fiscal Years 2022-2025.
- Project start date: **August 15, 2022**
- Project end date: **August 14, 2026**

*Note: Grant funds are awarded annually, contingent upon available funds and grantee performance.*

# What's New for FY 2022

- Elimination of the Performance Measure Forms (PMFs).



# FY 2022 Competition Format

Applications will be:

- Submitted electronically through [www.grants.gov](http://www.grants.gov).



# FY 2022 Competition Format

After you submit, applications will be:

- Screened with a technical review for eligibility;
- Submitted to a panel of peer reviewers for evaluation;
  - Panel will consist of three specialists with appropriate expertise in world languages and/or federal grant programs for international and foreign language education.
  - Each peer reviewer will provide scores and feedback on strengths and weaknesses of the application, following the program's selection criteria.
- Scored according to announced selection criteria;
- Ranked to determine which applications will be recommended for funding.

# LRC Competition Priorities

- **1 absolute priority**
- **1 competitive preference priority**

# Absolute Priority

*ONLY applications that meet this priority will be considered for funding.*

Absolute Priority: Applications that Propose Activities with a Significant Focus on Less Commonly Taught Languages (LCTLs).

Applications that propose activities with a significant focus on the teaching and learning of any modern foreign languages except French, German, and Spanish.

# Competitive Preference Priority

Applications responding to this priority may receive **up to 5 points**.

## Partnership with Minority-Serving Institutions (MSIs) or Community Colleges (up to 5 points)

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

- (1) Community colleges.
- (2) Historically Black colleges and universities.
- (3) Tribal Colleges and Universities.
- (4) Minority-serving institutions.

# Competitive Preference Priority *(continued)*

The institutions that qualify as MSIs and/or community colleges for this priority may be determined using the spreadsheet located at the following link:

[www.ed.gov/about/offices/list/ope/itudes/2021eligibilitymatrix.xlsx](http://www.ed.gov/about/offices/list/ope/itudes/2021eligibilitymatrix.xlsx)

A **“YES”** in **Column AK** (“ELIGIBLE” for Title III and/or Title VI funding) indicates whether an institution meets the requirements to be considered an MSI or community college for this priority.



# LRC Application Parts



# LRC Application Parts

- Standard Forms
  - SF 424 (Application for Federal Assistance)
  - ED Supplemental Info Form for the SF 424
  - Budget Form ED 524 (Section A Budget Summary)
- Assurances and Certifications
  - SF 424B (Assurances – Non-Construction Programs)
  - Grants.gov Lobbying Form (Certification Regarding Lobbying)
  - Disclosure of Lobbying Activities (SF-LLL)
  - General Education Provisions Act (GEPA) Section 427

# LRC Application Parts

- Abstract, Narrative, Budget, Appendices
  - Project Abstract
  - Application (Project) Narrative (Center’s “story” responding to the selection criteria and priorities)
  - Detailed Line Item Budget/Budget Narrative (ED 524 Section C)
  - Appendices
    - Curricula Vitae
    - Position Descriptions
    - Letters of Support
    - Acronyms List (not required, but often useful)

# Abstract



# Project Abstract

- Suggested format: one page, single-spaced.
- Articulates alignment with the Title VI/LRC purpose.
- Summarizes the specific activities in the proposed project and the anticipated outcomes of the proposed project.
- Describes the Center's unique characteristics in terms of mission and resources (faculty, staff, information systems, outreach, etc.) and its internal and external constituencies.

# Project (Application) Narrative

# Application (Project) Narrative

- The Application Narrative is the section that addresses the selection criteria, including the announced priorities for the competition.
  - Suggested maximum length: 50 pages

**THE APPLICATION NARRATIVE addresses the SELECTION CRITERIA**

# *Selection Criteria*





# Selection Criteria

1. Plan of Operation	15 points
2. Quality of Key Personnel	10 points
3. Budget and Cost Effectiveness	10 points
4. Evaluation Plan	20 points
5. Adequacy of Resources	5 points
6. Need and Potential Impact	20 points
7. Likelihood of Achieving Results	10 points
8. Description of Final Form of Results	10 points
<b>Total Base Score</b>	<b>100 points</b>
<i>Competitive Preference Priority</i>	<i>5 points</i>
<b>Total Maximum Score for Selection Criteria</b>	<b>105 points</b>

# Selection Criteria

## 1. Plan of Operation (15 points)

- High quality in design of project
- Effective plan of management
- Clear description of how project objectives relate to purpose of the LRC program

# Selection Criteria

## 1. Plan of Operation (15 points) *(continued)*

- Use of resources and personnel to achieve each objective
- How applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented (racial and ethnic minorities, women, handicapped persons) – Do NOT just rely on GEPA form!

# Selection Criteria

## 2. Quality of Key Personnel (10 points)

- Project Director
- Other key personnel and faculty
- Time commitment (% for each)
- Inclusion/employment of persons who are members of groups that have been traditionally underrepresented

# Selection Criteria

## 2. Quality of Key Personnel (10 points) *(continued)*

- Demonstrate past experience and training relevant to project
- Include information on your partners/collaborations as appropriate

# Selection Criteria

## 3. Budget and Cost-Effectiveness (10 points)

- Adequate to support the project activities
- Costs are reasonable in relation to project objectives
- Submit an itemized budget and narrative for each year
  - Budget “narrative” can be a detailed, line-item budget (does not need to be prose description)

# Selection Criteria

## 3. Budget and Cost-Effectiveness (10 points) *(continued)*

- Equipment costs may not exceed 15% of grant amount
- Indirect costs must be capped at 8%
- Matching Funds: If you list matching funds on your budget your institution will be responsible for providing that commitment

# Selection Criteria

## 4. Evaluation Plan (20 points)

- Quality of the evaluation plan for the project
- Methods of evaluation appropriate for the project and, to the extent possible, objective, and produce data that are quantifiable
- Outcome-based
- Draws on science of evaluation and trained evaluators



# Selection Criteria

## 4. Evaluation Plan (20 points) *(continued)*

- Evaluation experts and content experts
- Focus on grant activities and on larger program outcomes
- Choose definable set of activities to evaluate and outcomes

# Selection Criteria

## 4. Evaluation Plan (20 points) *(continued)*

- Evaluation should help you to improve your projects and methods
- Evaluation should help you to document success (and avoid repeating less effective activities)

# Selection Criteria

## 5. Adequacy of Resources (5 points)

- Other than library, are the facilities (e.g., language laboratory, museums, etc.) adequate to conduct the operations of the center?
- Are the equipment and supplies adequate?

# Selection Criteria

## 6. Need and Potential Impact (20 points)\*

- Are proposed materials or activities needed in the foreign languages on which the project focuses?
- Extent to which materials can be used throughout the U.S.
- Significant contribution to strengthening, expanding, or improving programs of foreign language study in U.S.

*\* In cases where two or more applications have the same final score in the rank order listing, but there are insufficient funds to support all, this criterion will be used to break the tie.*

# Selection Criteria

## 7. Likelihood of Achieving Results (10 points)

- Quality of outlined methods and procedures for preparing the materials
- Plans for activities are practicable
- Center can be expected to produce the anticipated results

# Selection Criteria

## 8. Description of Final Form of Results (10 points)

- Degree of specificity and appropriateness of the description of the expected results from the project

# Selection Criteria

## 9. Competitive Preference Priority (up to 5 points)

- To what extent does the Center or program meet the priority?

Partnership with Minority-Serving Institutions (MSIs)  
or Community Colleges

# Application Budget





# ED-524 Budget Form


The ED-524 Budget Form includes the following categories.

**Note:** *Not all line items are applicable to the LRC programs:*

1. PERSONNEL
2. FRINGE BENEFITS
3. TRAVEL
4. EQUIPMENT (Capped at 15%)
5. SUPPLIES
6. *CONTRACTUAL (N/A)*
7. *CONSTRUCTION (N/A)*
8. OTHER
9. TOTAL DIRECT COSTS
10. INDIRECT COSTS (Capped at 8%)
11. *TRAINING STIPENDS (N/A)*
12. TOTAL DIRECT COSTS



# ED-524 Budget Form Example

		<b>U.S. DEPARTMENT OF EDUCATION</b> BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS					OMB Control Number: 1894-0008 Expiration Date: 09/30/2023	
Name of Applicant Organization						Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.		
SECTION A - BUDGET SUMMARY U.S. DEPARTMENT OF EDUCATION FUNDS								
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Project Year 6 (f)	Project Year 7 (g)	Total (h)
1. Personnel								
2. Fringe Benefits								
3. Travel								
4. Equipment								
5. Supplies								
6. Contractual								
7. Construction								
8. Other								
9. Total Direct Costs (lines 1-8)								
10. Indirect Costs *Enter Rate Applied:								
11. Training Stipends								
12. Total Costs (lines 9-11)								

Not  
Applicable  
to LRC



# LRC Budget Narrative (Detailed Line-Item Budget)

- Use the ED 524 form budget categories. Do not use budget categories and codes that are unique to the institution.
- Ensure that budget requests are consistent with and support the activities presented in the program planning.
- Present all budget years, i.e., Year 1 (2022 -2023); Year 2 (2023- 2024), Year 3 (2024-2025), and Year 4 (2025-2026), on one page. This allows the peer reviewer and the program officer to view the requested funding across the entire project period.
- If a consortium applicant, clearly label each institution's/Center's budget.

# LRC Budget Narrative (Detailed Line-Item Budget)

- Budget may include support for key personnel and staff who are necessary to ensure that the project is conducted efficiently and effectively.
- Review the budget to ensure that all costs are reasonable and appropriate for the scope of work to be undertaken.
- Include sufficient detail to support the line items requested.
- Cross-reference the page in the narrative that supports the budget item.

# Selected Budget Definitions

*from Uniform Administrative Requirements Part 200*

- **Direct costs.** Typical costs charged directly to a Federal award are the compensation of employees who work on the award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award.
- **Reasonableness.** Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-Federal entity; if there isn't a comparable employee position/work at the non-Federal entity, reasonableness is determined by what would be paid for similar work in the labor market.

# Selected Budget Definitions *(continued)*

*from Uniform Administrative Requirements Part 200*

- **Compensation-personal services.** General. Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including, but not necessarily limited to wages and salaries.

# Selected Budget Definitions *(continued)*

*from Uniform Administrative Requirements Part 200*

- **Equipment.** An item or device that has a unit acquisition cost greater than \$5,000. (Capped at 15% of total budget for LRC program.)
- **Travel costs.** General. The expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business.
- **Publication and printing costs.** Publication costs for electronic and print media, including distribution, promotion, and general handling are allowable.

# Appendices, Forms, Certifications





# Appendices

- Curricula Vitae
- Position Descriptions (for proposed personnel for the project)
- Letters of Support
- Acronyms List (not required, but often useful for reviewers)

# Application Tips



# Application Tips – Get Organized

- Review past successful proposals
  - Applications from currently-funded LRCs may be found at:  
<https://iris.ed.gov/info/applications>
- Keep an eye out for the official Notice Inviting Applications to be published in the Federal Register (set an alert)

# Application Tips – Read Before Writing

- Notice Inviting Applications (NIA)
- Program Statute and Regulations
- Application Instructions Document (will be posted in the Grants.gov application package and also under “Current Application” on LRC Program “Applicant Info” webpage)
  - Selection Criteria
  - Budget Instructions

# Application Tips – Writing and Submitting

- Address all selection criteria and sub-criteria.
- To the extent possible, follow the sequence for criteria listed in the application guidelines and label appropriately to facilitate ease of reading.
- Limit your narrative to activities for which you are seeking funding.
- Summarize each proposed activity and how it increases program impact.
- Describe in detail how the program will be accomplished and who it serves.
- Cross-reference budget with narrative page numbers to facilitate review.
- Use tables and graphs effectively.
- Provide an acronyms list if appropriate.
- Submit application safely before deadline – Do not wait until the last minute!!!

# Technical Review Form (TRF)



# LRC Technical Review Form

- Peer reviewers will use a Technical Review Form (TRF) to provide scores and feedback on each application.
- The TRF follows the LRC program's selection criteria.
- The TRF can be used as an outline for the application narrative.
- A full copy of the TRF will be included at the end of the application package (instructions document).

# Program Contact





# Program Contacts

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