

FULBRIGHT-HAYS

FACULTY RESEARCH ABROAD PROGRAM

Fiscal Year 2022 Application Materials



CFDA No. 84.019A

OMB No. 1840-0005
Expiration Date: 07/31/2023

TABLE OF CONTENTS

Dear Applicant Letter	3
Competition Highlights	6
Notice Inviting Applications	8
Authorizing Legislation	9
FACULTY RESEARCH ABROAD REGULATIONS.....	12
Government Performance and Results Act	19
Guidance for Developing an Evaluation Plan	20
Guidelines for Applicant Institutions.....	25
FREQUENTLY ASKED QUESTIONS FOR PROJECT DIRECTOR.....	27
Institutional Fulbright-Hays Project Directors	31
GUIDELINES FOR FACULTY APPLICANTS	33
G5 e-Application Submission Procedures and Tips for Applicants.....	38
FREQUENTLY ASKED QUESTIONS FOR FACULTY APPLICANTS	42
IRB INFORMATION FOR FACULTY APPLICANTS.....	46
Fulbright-Hays Faculty Research Abroad Program (Form #022).....	49
OPE-FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM	52
FULBRIGHT-HAYS FOREIGN LANGUAGE REFEREE FORM	53
OPE-FULBRIGHT-HAYS INSTITUTIONAL REFERENCE FORM(022).....	54
TECHNICAL REVIEW FORM	55
FULBRIGHT-HAYS FACULTY RESEARCH ABROAD PROGRAM APPLICATION CHECKLIST.....	58

Dear Applicant Letter



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Dear Applicant:

Thank you for your interest in applying for a fiscal year 2022 (FY 2022) grant award under the Fulbright-Hays Faculty Research Abroad (FRA) program. This application booklet includes the instructions and forms required to submit a complete application package to the U.S. Department of Education (the Department). The application will be available May 9th and closes July 13th.

Institutional grants awarded under the FRA program enable U.S. institutions of higher education (IHEs) to provide fellowships to meritorious faculty who propose to conduct research overseas for a period of 3 - 12 months. 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.

While we encourage you to read the entire application package carefully before preparing your application, this cover letter provides the following highlights for your consideration:

- Information about the FRA program is accessible on the Department's International and Foreign Language Education's Web site at: <https://www2.ed.gov/programs/iegpsfra/index.html>
- The FY 2022 Notice Inviting Applications (NIA) published in the Federal Register contains the official requirements for the competition. Applicants should not rely upon any information that is inconsistent with the official NIA document.
- The "Competition Highlights" includes the absolute and competitive preference priorities and provides additional details about the competition.
- U.S. IHEs are the legal applicants under the FRA program. Although the fellowships are subsequently awarded to faculty, only IHEs are eligible applicants and potential grantees.
- The project directors at the applicant IHEs must be registered in the G5 e-Application system in order to submit the institutional applications on behalf of your faculty applicant. The registration requirements and procedures are included in the application booklet.

The Department strongly encourages electronic submission of all FY 2022 grant applications. You may access the Department's G5 e-Application system using the portal page at: www.G5.gov. The registration process for the project director (PD) involves two steps. The PD must first request access to the FRA PD screens from the FRA Program Manager, Pamela Maimer at FRA@ed.gov. Second, the PD must submit the following information to FRA@ed.gov the date specified in the published NIA: name, institution, and e-mail address. Once the PD is informed by FRA staff that access has been granted, the PD can register in the G5 system. Obtaining access to the system and registering in the G5 system are two separate steps.

Please be advised that electronic submission of applications via the G5 e-Application system is required unless

you qualify for one of the exceptions described in the NIA. If you think you may need an exception, please review the exception requirements early on in the application preparation process.

And finally, applications must be submitted on or before the deadline date. Late applications will not be considered, and applicants cannot submit any changes or additions to their applications after the deadline date. The Department is required to enforce the established deadline to ensure fairness to all applicants.

We look forward to receiving your application and appreciate your efforts to strengthen U.S. capacity in international and foreign language expertise and prepare students with the global competencies needed to meet today's global challenges.


Sincerely,

/s/

Pamela J. Maimer, Ph.D.
Senior Program Manager
International Studies Division
International and Foreign Language Education

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0005. Public reporting burden for this collection of information is estimated to average 25 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is *required to obtain or retain benefit* (22 USC §2562(b)). If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact International and Foreign Language Education/Pamela Maimer at (202) 453-6891 or FRA@ed.gov directly.



Competition Highlights

1. Please note the following program priorities:

a. Absolute: The Department will only consider applications that meet this priority.

This priority is: A research project that focuses on one or more of the following geographic areas: Africa, East Asia, Southeast Asia and the Pacific Islands, South Asia, the Near East, Central and Eastern Europe and Eurasia, and the Western Hemisphere (excluding the United States and its territories).

b. Competitive Preference Priority 1: Focus on Less Commonly Taught Languages (1 point). A research project that focuses on any modern foreign language except French, German, or Spanish.

c. Competitive Preference Priority 2: Thematic Focus on Academic Fields (2 points). Applications that propose research projects in modern foreign languages and area studies with an academic focus on any of the following academic fields: science (including climate change), technology, engineering (including infrastructure studies), mathematics, computer science, education (comparative or international), international development, political science, public health (including epidemiology), or economics.

d. Competitive Preference Priority 3—Promoting Equity in Student Access to Educational Resources and Opportunities (2 points). Projects implemented by one of the following entities:

- Community Colleges means “junior or community college” as defined in section 312(f) of the Higher Education Act of 1965 as amended (HEA)
- Historically Black Colleges and Universities: Colleges and universities that meet the criteria set out in 34 CFR 608.2.
- Minority-Serving Institutions: An institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the of the Higher Education Act (HEA) of 1965.
- Tribal colleges or universities: An institution eligible to receive assistance in section 316(b)(3) of the HEA.

For a list of HBCU, Tribal Colleges, MSIs or Community Colleges, please visit:

<https://nces.ed.gov/collegenavigator/> . Please enter your institution’s information to search for the school. Once you find your school, please upload the document that contains your school’s general information and designation as either a HBCU, Tribal College, Minority-Serving Institution or Community College.

2. Please note that these priorities are explained in detail in the Federal Register notice.

3. Please note that, although the FRA program funds faculty research, the legal applicant is the IHE, and if a grant is awarded, the institution is the legal grantee. Applicants are not able to apply for this funding independently. In order to apply for this fellowship program, it is necessary for the

applicant and the institution to coordinate their competition activities and keep each other informed.

4. Electronic applications must be submitted via the Department's G5 e-Application system. This system may be accessed at www.G5.gov. Both the faculty and the IHE must complete their portions of the application correctly and submit separately via the G5 e-Application system.
5. The application must be received on or before the deadline date and time. Please note that the U.S. Department of Education's grant application deadline is at 4:30:00 pm Washington, DC time. Late applications **will not be accepted**.
6. Electronic submission of an application is required unless it qualifies for one of the (rare) exceptions to the electronic submission requirement as outlined in the Federal Register notice.
7. We recommend that you: (1) limit the application narrative to no more than ten (10) pages and the bibliography to no more than two (2) pages; and (3) use a font that is either 12 point or no smaller than 10 pitch (characters per inch) with one of the following fonts: Times New Roman, Courier, Courier New, or Arial.
8. ***Please redact all Personally Identifiable Information (PII) such as, birthdate, SSN, address, etc., from document before uploading.***

Applicants are reminded that the Federal Register notice is the official document for application guidelines and that applicants should not rely upon any information that is inconsistent with the guidance contained within it.

Notice Inviting Applications

You will find the official version of the Notice Inviting Applications at:

<https://www.govinfo.gov/content/pkg/FR-2022-03-17/pdf/2022-05640.pdf>

Authorizing Legislation

UNITED STATES CODE

TITLE 22: CHAPTER 33

MUTUAL EDUCATIONAL AND CULTURAL EXCHANGE PROGRAM

Sec. 2451. - Congressional statement of purpose

The purpose of this chapter is to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchange; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations, and the contributions being made toward a peaceful and more fruitful life for people throughout the world; to promote international cooperation for educational and cultural advancement; and thus to assist in the development of friendly, sympathetic, and peaceful relations between the United States and the other countries of the world.

Sec. 2452. - Authorization of activities

(a) Grants or contracts for educational or cultural exchanges; participation in international fairs and expositions abroad

The Director of the United States Information Agency is authorized, when he considers that it would strengthen international cooperative relations, to provide, by grant, contract, or otherwise, for -

(1) educational exchanges,

(i) by financing studies, research, instruction, and other educational activities -

(A) of or for American citizens and nationals in foreign countries, and

(B) of or for citizens and nationals of foreign countries in American schools and institutions of learning located in or outside the United States;

and

(ii) by financing visits and interchanges between the United States and other countries of students, trainees, teachers, instructors, and professors;

(2) cultural exchanges, by financing -

(i) visits and interchanges between the United States and other countries of leaders, experts in fields of specialized knowledge or skill, and other influential or distinguished persons;

(ii) tours in countries abroad by creative and performing artists and athletes from the United States, individually and in groups, representing any field of the arts, sports, or any other form of cultural attainment;

(iii) United States representation in international artistic, dramatic, musical, sports, and other cultural

festivals, competitions, meetings, and like exhibitions and assemblies;

(iv) participation by groups and individuals from other countries in nonprofit activities in the United States similar to those described in subparagraphs (ii) and (iii) of this paragraph, when the Director of the United States Information Agency determines that such participation is in the national interest.
[1]

(3) United States participation in international fairs and expositions abroad, including trade and industrial fairs and other public or private demonstrations of United States economic accomplishments and cultural attainments.

(b) Other exchanges

In furtherance of the purposes of this chapter, the President is further authorized to provide for -

(1) interchanges between the United States and other countries of handicrafts, scientific, technical, and scholarly books, books of literature, periodicals, and Government publications, and the reproduction and translation of such writings, and the preparation, distribution, and interchange of other educational and research materials, including laboratory and technical equipment for education and research;

(2) establishing and operating in the United States and abroad centers for cultural and technical interchanges to promote better relations and understanding between the United States and other nations through cooperative study, training, and research;

(3) assistance in the establishment, expansion, maintenance, and operation of schools and institutions of learning abroad, founded, operated, or sponsored by citizens or nonprofit institutions of the United States, including such schools and institutions serving as demonstration centers for methods and practices employed in the United States;

(4) fostering and supporting American studies in foreign countries through professorships, lectureships, institutes, seminars, and courses in such subjects as American history, government, economics, language and literature, and other subjects related to American civilization and culture, including financing the attendance at such studies by persons from other countries;

(5) promoting and supporting medical, scientific, cultural, and educational research and development;

(6) promoting modern foreign language training and area studies in United States schools, colleges, and universities by supporting visits and study in foreign countries by teachers and prospective teachers in such schools, colleges, and universities for the purpose of improving their skill in languages and their knowledge of the culture of the people of those countries, and by financing visits by teachers from those countries to the United States for the purpose of participating in foreign language training and area studies in United States schools, colleges, and universities;

(7) United States representation at international nongovernmental educational, scientific, and technical meetings;


(8) participation by groups and individuals from other countries in educational, scientific, and technical meetings held under American auspices in or outside the United States;

(9) encouraging independent research into the problems of educational and cultural exchange;

(10) promoting studies, research, instruction, and other educational activities of citizens and nationals of foreign countries in American schools, colleges, and universities located in the United States by making available to citizens and nationals of less developed friendly foreign countries for exchange for currencies of their respective countries (other than excess foreign currencies), at United States embassies, United States dollars in such amounts as may be necessary to enable such foreign citizens or nationals who are coming temporarily to the United States as students, trainees, teachers, instructors, or professors to meet expenses of the kind described in section 2454(e)(1) of this title;

(11) interchanges and visits between the United States and other countries of scientists, scholars, leaders, and other experts in the fields of environmental science and environmental management; and

(12) promoting respect for and guarantees of religious freedom abroad by interchanges and visits between the United States and other nations of religious leaders, scholars, and religious and legal experts in the field of religious freedom.



FACULTY RESEARCH ABROAD REGULATIONS

Title 34: Education

PART 663—FULBRIGHT-HAYS FACULTY RESEARCH ABROAD FELLOWSHIP PROGRAM

Subpart A—General

§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?

Subpart A—General

§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.

§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.

§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.

§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.

§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.

§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 75, 77, 81, 82, and 86).

(c)(1) 2 CFR part 180 (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)), as adopted at 2 CFR part 3485; and

(2) 2 CFR part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as adopted at 2 CFR part 3474.

§663.7 What definitions apply to this program?

(a) Definitions of the following terms as used in this part are contained in 2 CFR part 200, subpart A, or 34 CFR part 77:

Applicant

Application

Fiscal year

Grant

Award

Secretary

EDGAR

(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.

Subpart B—Applications

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

§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.

Subpart C—Selection of Fellows

§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 §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 §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.

§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.

(b) *Quality of proposed project.* 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.* 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.

§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 §663.20(e) from binational commissions or United States diplomatic missions.

Subpart D—Post-award Requirements for Institutions

§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 §663.6.
- (b) The institution is responsible for processing individual applications for fellowships in accordance with procedures described in §663.11.
- (c) The institution is responsible for disbursing funds in accordance with procedures described in §663.4.
- (d) The Secretary awards the institution an administrative allowance of \$100 for each fellowship listed in the grant award document.

Subpart E—Post-award Requirements for Fellows

§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.

§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 §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)



Government Performance and Results Act

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) 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 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 2014-2018. 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 U.S. The 2014-2018 plan includes the following six goals:

Goal 1: Increase college access, affordability, quality, and completion by improving postsecondary education and lifelong learning opportunities for youth and adults

Goal 2: Improve the elementary and secondary system's ability to consistently deliver excellent instruction aligned with rigorous academic standards while providing effective support services to close achievement and opportunity gaps, and ensure all students graduate high school college- and career-ready

Goal 3: Improve the health, social-emotional, and cognitive outcomes for all children from birth through third grade, so that all children, particularly those with high needs, are on track for graduating from high school college- and career-ready

Goal 4: Increase educational opportunities for and reduce discrimination against underserved students so that all students are well-positioned to succeed

Goal 5: Enhance the education system's ability to continuously improve through better and more widespread use of data, research, and evaluation, evidence, transparency, innovation, and technology

Goal 6: Improve the organizational capacities of the Department to implement its strategic plan

What are the Performance Indicators for the International Education Programs?

The objective of the FRA program is to contribute to the development and improvement of the study of modern foreign languages and area studies in the United States by providing opportunities for scholars to conduct research abroad for periods of 3 to 12 months.

The Department has developed (and OMB has approved) the following GPRA measures to evaluate the overall success of this IFLE grant program:

FRA GPRA Measure 1: Percentage of FRA fellows who increased their foreign language scores in speaking, reading, and/or writing by at least one proficiency level.

Guidance for Developing an Evaluation Plan

OVERVIEW OF GPRA MEASURES, PROGRAM EVALUATION, AND PROJECT EVALUATION

The U.S. Congress passed the Government Performance and Results Act (GPRA) of 1993 and the GPRA Modernization Act of 2010 to assess and improve federally funded programs. GPRA requires that federal agencies document the achievements of grant-funded programs. Specifically, GPRA requires federal agencies, such as the U.S. Department of Education, to develop and report quantifiable annual and long-term measures to Congress. GPRA stipulates that these measures be limited in number, be specific, and have baselines and targets that are ambitious, yet achievable. Performance reporting occurs *at the program level*, meaning that the

U.S. Department of Education (ED) aggregates data from all International and Foreign Language Education (IFLE) grantees and reports on measures of the IFLE program overall. ED's challenge is to articulate program-level measures that are relevant to several grant programs and that capture the achievements of many disparate grantees. ED's Budget Service and the U.S. Office of Management and Budget (OMB) review and approve IFLE's GPRA measures to make sure that the measures reflect the programs' overall goals. Therefore, once approved, GPRA measures remain relatively constant over time.

IFLE must collect data from grantees to respond to the GPRA measures for each program. ED IFLE aggregates the GPRA information reported by all grantees to report the impact of each grant program (e.g., the Center for International Business and Education - CIBE grant program as a whole) to Congress and other interested stakeholders. This information contributes to ED/IFLE's overall evaluation of each grant program.

By contrast, individual *project* measures yield specific information that enables grantees to make mid-course corrections in implementing their proposed projects, if necessary. Project-specific evaluation measures are tailored by project leadership to that project's goals. Project leadership may establish specific measures to garner internal institutional support, attract and train staff, attract and retain students, and sustain the project's effort beyond the grant period.

Project-specific measures will vary greatly between institutions that have received IFLE grants before and novice applicant institutions. For example, an institution that is a current recipient of a CIBE grant or that has received CIBE grants in the past might offer many Study Abroad programs. Based on feedback from its prior project evaluations, that institution might propose a new Study Abroad program in a world region not previously served or expand the duration of an existing program. In this case, a project-specific measure might be the number of students enrolled in the new program. However, a first-time CIBE applicant might propose to offer a few short-term Study Abroad summer programs in its first year as part of a multi-year plan that includes expanding the world regions served over time. In this case, a project-specific measure might be the number of faculty qualified to lead a summer program to specific world regions.

THE GOVERNMENT PERFORMANCE AND RESULTS ACT OF 1993 (GPRA) AND THE GPRA MODERNIZATION ACT OF 2010 (GPRAMA)

GPRAMA are intended to improve accountability for the expenditure of public funds, enhance congressional decision-making by providing Congress with objective information on the effectiveness of federal programs, and promoting federal programs' results, delivery of services, and customers' satisfaction. Accordingly, GPRAMA and the GPRAMA mandate that Federal agencies, including ED, submit three major products to Congress: multi-year strategic plans, annual plans, and annual reports. To comply with GPRAMA and GPRAMA, ED must state clearly in these products what it intends to accomplish, identify the resources required, and report on its progress annually to Congress.

HOW HAS THE DEPARTMENT OF EDUCATION RESPONDED TO THE GPRAMA REQUIREMENTS?

As required by GPRAMA, ED has developed a strategic plan that reflects its organizational priorities and also integrates IFLE's mission and program authorities. ED's stated goal for IFLE 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 Title VI international education programs' overarching goals are to maintain a U.S. higher education system with the capacity to produce experts in less commonly taught languages and area studies who are capable of contributing to the needs of U.S. government, academic, and business institutions. The Fulbright-Hays programs provide opportunities for U.S. educators and postsecondary students to advance their studies of foreign languages, to create and improve curriculum, or to conduct learning and research activities in host country settings. Each IFLE grant program addresses a specific objective related to the overarching goal. The next section of this document provides program-specific guidance to applicants on selecting appropriate performance and evaluation measures.

IFLE GRANT PROJECT EVALUATION

A strong project proposal by an applicant for an IFLE grant includes a well-designed evaluation plan that is based on clearly stated goals and objectives. The evaluation plan must address all IFLE GPRAMA measures, as well as include project-specific measures that are tied to the project's goals and objectives. The evaluation plan also must identify how each of the specific objectives will be achieved and establish the quantitative and qualitative measures that will be used to demonstrate the successful implementation of the proposed project. The Performance-Measure Form (PMF) serves as a guide for applicants to plan and articulate key aspects of a well-designed evaluation plan.

IFLE offers applicant institutions the following suggestions to consider in developing the Impact and Evaluation section of the grant application.

DEVELOPING AN EVALUATION PLAN

Working with an Independent Project Evaluator

Please note that an independent project evaluator may not be required for every IFLE grant program. Applicants and grantees should consult with their IFLE program officer and refer to program-specific materials for guidance.

The independent project evaluator should be involved in the project throughout the entire grant cycle from the proposal development phase through the project's funding and implementation to

ensure that a well-designed evaluation plan is developed and implemented. The independent project evaluator works with key project personnel to draft measurable objectives, identify appropriate progress indicators and benchmarks, and to formalize the data collection, calculation, and analytical methodologies. The primary role of the independent project evaluator is to provide technical support and expertise to the project in order to best demonstrate its progress toward achieving stated goals and objectives. The independent project evaluator may also provide support and guidance for the development of a dissemination plan to publicize the project results to internal and external entities.

A grant applicant may wish to collaborate with other projects on a given campus to pool resources and share the cost of a professional evaluator. The guidance provided in this document is intended to help maximize evaluation resources by streamlining an evaluation process and by supporting collaboration between key project personnel and an independent evaluator. Very small projects may have very limited funds available to compensate an evaluator. In such cases, limited resources are best expended on working with an evaluator at the project's start, as opposed to its later stages.

To ensure both the quality and the credibility of the evaluation, it should be conducted by a qualified evaluator with appropriate expertise and training. The evaluator should be independent, whether the evaluator is internal or external to the grant project. The applicant should provide a plan to ensure that the evaluator maintains sufficient independence from the project team, thus avoiding any potential or perceived conflict of interest.

Developing Clear Goals and Objectives

A well-designed evaluation plan includes clearly articulated goals, measurable objectives, and a way to collect concrete data to substantiate the project's progress toward achieving its goals. The evaluation plan should be limited to a few clear and specific objectives that are linked directly to the proposed goals of the project and that can be measured. The applicant/grantee should consider the following when developing measurable objectives and planning for data collection:

1. What will indicate or demonstrate that the project is meeting its goals? Describe the expected measurable outcomes.
2. What types and sources of data will best demonstrate that the project is achieving, or will achieve, its objectives? Identify the data and its sources that can serve as indicators or benchmarks that the project is meeting, or will meet, the intended outcomes.
3. How will the data be collected? Describe access and frequency.
4. How will the data be analyzed and reported? Describe the methodology and key personnel responsible.

5. Will the results demonstrate the project's proposed outcome and impact (e.g., an increase in qualified language instructors, higher graduation rate in international studies, better employment rate of program graduates, etc.)? Describe how the results may demonstrate short-term and long-term outcomes and impact.

Examples of possible project-specific quantitative objectives include:

- Increase the number of students completing advanced courses in priority languages;
- Increase the number of students in business, health, or science majors graduating with foreign language skills;
- Increase the number of study abroad opportunities for students on campus; or,
- Increase the number of certificates and degrees conferred in targeted programs of study.

Examples of possible project-specific qualitative objectives include:

- Improve employment opportunities for students who possess advanced language skills and international experience;
- Strengthen collaboration between foreign language departments, international education, and other disciplines; or,
- Improve quality of assessment tools for priority and/or less-commonly-taught languages.

Examples of specific activities that may support project objectives include:

- Recruit and hire qualified priority language faculty; or,
- Create or increase professional development and training sessions for faculty.

Progress indicators that relate to the quantitative and qualitative examples cited in the above sections include, but are not limited to, the following:

- Increase in the number of new faculty positions in priority and/or less-commonly-taught languages, area studies courses, or interdisciplinary courses that are institutionalized after grant support has ended;
- Increase in the number and type of courses developed, piloted, and subsequently submitted to the institution's review board for inclusion in the college catalog for the upcoming academic year.

Developing Evaluation Questions

An applicant should formulate evaluation questions that interest all stakeholders and audiences related to the proposed project and align the questions with appropriate information gathering techniques.

1. Who/what will change?
2. When will the change(s) take place?
3. How much change is expected?
4. How will change be measured, recorded, or documented?

Planning Data Collection and Analysis

In order to show change, baseline data must be included in the final evaluation plan and submitted to the program office, once the grant is awarded. Applicants should determine if baseline data already exist and where to find them. Data collection instruments that are not readily available need to be developed. Data collection instruments may include surveys, standardized tests, exams, focus groups, and topic guides. Institutions may have additional instruments that are specific to the proposed project. The final evaluation plan must specify the types and sources of data that will be collected and describe how the data will be collected, including access and frequency. The plan must also describe how the data will be compiled, analyzed, and reported, as well as the methodology that will be used and key personnel responsible for these tasks. The institutions should work with evaluation specialists to develop a detailed analysis plan to analyze the data and interpret results. In addition, the evaluation plan should include a timeline to delineate tasks and specify when and how progress benchmarks or indicators will be met. The timeline will help projects to stay on track toward achieving their goals.

Guidelines for Applicant Institutions

There are two parts to this application. The first part contains information and forms for the institution of higher education. The second part contains instructions and forms for the student applicants.

Although the FRA program funds faculty research, the legal applicant is the institution, and if a grant is awarded, the institution is the legal grantee. Faculty are not able to apply for this funding independently. In order to apply for this program, it is necessary for the applicant and the institution to coordinate their activities and keep each other informed.

Applications must be submitted electronically via the Department's G5 e- Application system. This system may be accessed at www.g5.gov. Both the student and the institution must complete their portions of the application correctly and submit via G5 e-Application. Faculty and Project Directors should read through the following guidelines and the information in this application package carefully, especially the Federal Register notice, and follow the instructions in order to submit a timely and complete application to the Department.

The institution must appoint a Project Director. The Project Director is the individual at the institution who will actually submit the application to the Department, and who will administer the grant and disburse funds, should any students at the university receive funding. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. There can be only one Project Director at an institution, and that person administers the grant and serves as the point of contact for all of that institution's fellows, regardless of research topic or discipline.

Responsibilities of the Institution's Project Director

The Project Director at the applying institution of higher education is responsible for:

- a) Registering as the Project Director for his/her university in the G5 e-Application system. **In order to obtain a password and login information, he/she must first send his/her contact information to FRA@ed.gov before the date specified in the Federal Register notice. If he/she fails to do this, he/she may not be able to access G5 e-Application and will not be able to transmit his/her institution's application package.**
- b) Completing OPE- Fulbright-Hays FRA Form Item #022:
 - 1) Screen individual faculty applications in accordance with the institution's own technical and academic criteria and the program's eligibility requirements;
 - 2) Indicate, for each student, whether Human Subjects Research Clearance (IRB) will be required by checking "Yes" or "No". Be sure to include the required narrative for each project involving human subjects as indicated in question #3 on the Department's Supplemental Information for SF 424 form.
- c) Transmitting in a single submission all recommended individual Faculty Research Abroad faculty applications. One each of the following forms should be included for each student applicant: *Application for Federal Assistance* (SF 424), the *ED Supplemental Information for SF 424*, the *Assurances -- Non-Construction Programs* (ED Form 424B) and the *Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters* to the Department in accordance with the guidelines published in the Federal Register for new awards and contained in the transmittal instructions.
- d) Announcing the preliminary results of the competition to individual applicants (i.e., candidate status, alternate status, non-selection). An executed copy of the Grant Award Notification between the Department and the institution of higher education listing fellowship holders and award benefits will constitute the official announcement of the award. We estimate the announcements will be made in September 2022.
- e) Administering the grant and disbursing funds.

Instructions for Assembly, Duplication and Transmission

A complete institutional application to the FRA Program is the sum of all completed student applications, plus the--

- Application for Federal Assistance (SF 424), the Department Supplement to the 424,
- *Assurances -- Non-Construction Programs* (SF 424B);
- *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters*;
- and
- *Disclosure of Lobbying Activities* (if applicable).

Institutional Project Directors must submit the application to the ED via G5 e-Application, in accordance with the guidelines published in the Federal Register. **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.**

Supplemental Instructions for the Application for Federal Assistance (SF 424)

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. Mark “X”

Item 4. Mark “X”

Item 5. Mark “X”

Item 6. Mark “X”

Item 7. Mark “X”

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. Enter the organization’s UEI received from SAM. The UEI is a unique 12 character organization identifier. Information on registering with System for Award Management (SAM.gov) may be obtained by visiting the Grants.gov website.

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. Mark “X”.

Item 13. Mark “X”.

Item 14. Enter “N/A”.

Item 15. Enter “Fulbright-Hays Faculty Research Abroad Program”.

Item 16. Enter applicant institution’s district.

Item 17. A. Enter XX

B. Enter XX

Item 18. Enter total amount of federal funds requested for all applicants.

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.

FREQUENTLY ASKED QUESTIONS FOR PROJECT DIRECTOR

Q1. WHO IS THE PROJECT DIRECTOR?

A1. The Project Director (PD) is the individual at the institution who will actually submit the application to the Department. This individual will administer the grant and disburse funds, should any faculty scholars at the university receive the FRA fellowship. This individual is usually someone in the office of the Dean of Graduate Studies or Student Affairs. There can be only one Project Director at an institution to serve as the point of contact for all of that institution's FRA fellows, regardless of research topic or discipline.

Q2. HOW DOES THE PROJECT DIRECTOR (PD) REGISTER IN THE E-APPLICATION SYSTEM?

A. The registration process for the Project Director involves three (3) steps. First, check the enclosed list of previously registered Project Directors to see if it includes one's institution. If there is no listing, or the listed information needs to be changed, please request access to the FRA Project Director screens from the Department's program officer at FRA@ed.gov. Second, request access to the G5 e-Application system by submitting the Project Director's name, institution, and email address to the program officer at fra@ed.gov by the date specified in the published NIA. Third, register in the G5 e-Application system at www.G5.gov once the Department's program officer informs the Project Director that access has been granted.

Q3. 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 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 Department. **Only the PD can submit an application to the Department.**

Q4. 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 the Department. The PD will receive a confirmation e-mail that states: "Your application for Fulbright Hays FRA 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 (**P019A2200XX**).

Q5. WHEN DOES THE PD HIT THE SUBMIT BUTTON?

A. When: 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). The applicant must submit the application BEFORE 4:30:00 p.m., Washington, D.C. time, on the published deadline.

Q6. HOW DOES THE PD REVIEW AND APPROVE THE FACULTY APPLICATIONS FOR SUBMISSION TO THE DEPARTMENT?

A. The PD is able to review only applications that have been submitted to them by individual faculty applicants employed at their institution. To review an individual application, they should consult “Item 22” on Application for Federal Assistance (SF 424) and click on the faculty member’s name. This will link them 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 the Department.**

Q7. WHO IS RESPONSIBLE FOR SUBMITTING THE HUMAN SUBJECTS CLEARANCE (IRB) NARRATIVE?

A. The PD is responsible for collecting all IRB narratives from students who may need IRB approval for their research project. All faculty narratives must be combined into one document and uploaded in the ED Supplemental Form to the SF 424. The narrative questions that must be answered are found in the directions for the ED Supplemental Form to the SF 424

Q8. WHOM SHOULD THE PD CONTACT IN THE EVENT OF TECHNICAL PROBLEMS WITH G5 (E.G., PULLING UP A FORM?)

A. If the PD experiences any technical difficulties, they should contact the G5 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. eastern time.

Q9. IF THE PD HAS A QUESTION SPECIFIC TO THE FRA PROGRAM (E.G., ELIGIBILITY REQUIREMENTS) WHO SHOULD THEY CONTACT?

A. If the PD has program specific questions, he/she should contact Dr. Pamela J. Maimer at (202) 453-6891; FRA@ed.gov.

Q10. 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 G5.

Q11. HOW ARE THE LANGUAGE REFERENCE FORM AND INSTITUTIONAL SUPPORT STATEMENT SUBMITTED?

A: The faculty applicant will submit, via G5, the referees’ names and e-mail addresses. The referees will then receive e-mails, which are automatically generated by the G5 system, with directions for completing and returning the reference forms. The e-mails will contain links to the forms and Personal Identification 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 MUST 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. Reference forms must be submitted BEFORE the PD submits the application to the Department. It would be helpful if the

referee sent a copy of the reference and form to the project director as a precaution. We suggest that the PD set internal deadlines for the submission of references and remind students to inform their referees of this deadline.

Q12. CAN THE PD SCHEDULE AN INSTITUTIONAL DEADLINE TO MEET THE DEADLINE PUBLISHED IN THE FEDERAL REGISTER?

A. Yes. The Project Director should set an institutional deadline for faculty and referees so there is time to review the individual application material, solve technical problems, and submit a complete institutional application before the official program deadline as specified in the Federal Register.

Q13. IF A PD HAS ACCESS TO THE FULBRIGHT-HAYS DOCTORAL DISSERTATION RESEARCH ABROAD (DDRA) PROGRAM SCREENS, DOES SHE/HE ALSO HAVE ACCESS TO THE FRA PD SCREENS?

A. No. Each program is separate and distinct in G5. The PD must register for each program separately in accordance with the instructions outlined in the NIA published in the *Federal Register*. IFLE strongly suggests that potential PDs request access to and register in the G5 system as soon as possible.

Q14. CAN A FACULTY APPLICANT BE DESIGNATED AS A PROJECT DIRECTOR (PD)?

A. No, they cannot. 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. They are the institutional point of contact for both the FRA applicant and the Department. They can be the chair of a department, a person in the sponsored research/grants office, Fulbright-Hays project director, or any other employee so designated by the “authorized representative” of the institution.

Q15. WHAT SIGNATURES ARE REQUIRED FOR G5?

A. The PD is responsible for submitting all documents electronically, including the Application for Federal Assistance (SF 424), and all necessary assurances and certifications. Within three days after submitting the electronic application, the PD MUST obtain the institution’s Authorizing Representative’s signature on the SF 424 and email to FRA@ed.gov. The application’s identifier number (P019A2200XX) must be noted in the upper right hand corner of the email signature page of the SF 424. The Department may request original signatures on other forms at a later date.

Q16. MAY PERMANENT RESIDENT APPLICANTS APPLY TO THE COUNTRY WHICH THEY HOLD A PASSPORT?

A. U.S. Legal Permanent residents (i.e. “green card” holders) applying for funding under the FRA program may not conduct their research in their country of origin. Therefore, we will not accept applications from students requesting to conduct their research in their country of origin. For example, an applicant with a passport from Hong Kong may not apply to conduct their research in Hong Kong; however, they may apply to conduct their research in India.

We will only accept applications from faculty to conduct research in Russia who are U.S. citizens. Applications from faculty who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

Additionally, the Department will not approve travel to countries for which the U.S. Department of State has strongly urged private American citizens to depart immediately for reasons of personal security (i.e., “ordered departure”), or suspended its Fulbright program for the same reason. The Department will not

approve travel to countries under an “authorized departure” where the Ambassador has specifically requested Fulbright fellows to leave for security or health reasons.

Institutional Fulbright-Hays Project Directors

Please check with the listed contact **BEFORE** completing your application as Project Directors may have changed. If there is not an assigned Project Director at your institution, please consult with your institution to have one assigned to be the contact for Faculty Research Abroad.

List of Institutional Fulbright-Hays Project Directors

Applicant Name	Director Name	Director E-mail
American University	Jason Kennedy	jkennedy@american.edu
Arizona State University	Mirna Mun Kaye Leith	notifications@asu.edu Kaitlyn.Leith@asu.edu
Auburn University	George Crandell	crandgw@auburn.edu
Boston University	Janette Countryman	janette@bu.edu
Brown University	Thomas Lewis	resadmin@brown.edu
California Institute of Integral Studies	Jody O'Connor	joconnor@ciis.edu
Carnegie Mellon University	Suzanne Laurich-McIntyre	slaurichmcintyre@cmu.edu
Case Western Reserve University	Lynmarie Hamel	lxh5@case.edu
Catholic University	J. Steven Brown	brownjs@cua.edu
Columbia University	Sandra Peters	scp3@columbia.edu
Cornell University	David Holmberg; Elizabeth Edmondson	ea56@cornell.edu ; dholmberg@cornell.edu
The Research Foundation/CUNY for the Graduate Center/CUNY	Rachel Sponzo	rsponzo@gc.cuny.edu
Duke University	Giovanni Zanalda; Amanda Frederick	giovanni.zanalda@duke.edu ; amanda.frederick@duke.edu
Emory University	Mike Suh ; Jeff Staton	mksuh@emory.edu ; jkstato@emory.edu
Florida Atlantic University	Nancy Thoman; Tracy Vuong	nthoman@fau.edu ; tvuong1@fau.edu
Florida A&M University	Donald Palm	donald.palm@famu.edu
Florida International University	Alla Mirzoyan	amirzoya@fiu.edu
Florida State University	Adrienne Stephenson	apstephenson@admin.fsu.edu
George Mason University	Laurence Bray	lbray2@gmu.edu
Georgetown University	Katie Li	Katie.Li@georgetown.edu
George Washington University	Autumn Anthony	aanthony@email.gwu.edu
Georgia State University	Katrina Helz	khelz@gsu.edu
Harvard University	Jeannette Millier	jeannette_miller@fas.harvard.edu
Howard University	Pamela Clarke	pamela.a.clarke@howard.edu
Indiana University	Jennifer Barron	ugsawrd@indiana.edu
Johns Hopkins University	Mary Louise Healy	mhealy11@jhu.edu
Kent State University	Frank Congin	fcongin@kent.edu
Massachusetts Institute of Technology	Kimberly Benard	benard@mit.edu
Michigan State University	Joy Campbell	joycamp@msu.edu
New York University	Allan Corns; Abby Williams	allan.corns@nyu.edu ;

		abby.williams@nyu.edu
North Carolina State University	Sherrie Settle	sps@ncsu.edu
Northeastern University	Erika Koss	e.koss@neu.edu
Northwestern University	Stephen Hill	s-hill@northwestern.edu
Northern Illinois University	Kerry Wilks	kwilks@niu.edu
Ohio University	Joseph Shields	shieldj1@ohio.edu
Ohio State University	Joanna Kukielka-Blaser	kukielka-blaser.1@osu.edu
Old Dominion University Research Foundation	Allison Wiggins	oip@odu.edu
Oregon State University	Robert Allan	rallan@coas.oregonstate.edu
Pennsylvania State University	Jessica Hoffman Sarah Moryken	jrs5162@psu.edu skm23@psu.edu
Princeton Theological Seminary	Rose Ellen Dunn	rose.ellen.dunn@ptsem.edu
Princeton University	Elaine Willey	ewilley@princeton.edu
Portland State University	Debra Clemans	clemansd@pdx.edu
Purdue University	Mohan Dutta	mdutta@purdue.edu
Rice University	Kim Gonzalez Hohlt	klg1@rice.edu
Rutgers University	Teresa Delcorso-Ellmann	Teresa.delcorso@rutgers.edu
Rutgers, The State University of New Jersey – Newark	Kinna Perry	kinnap@newark.rutgers.edu
Southern Methodist University	James Quick	jquick@smu.edu
Stanford University	Shalini Bhutani Diane Murk	sbhutani@stanford.edu dmurk@stanford.edu
State University of New York Stony Brook	Jennifer Green	jennifer.green@stonybrook.edu
Syracuse University	Stuart Taub	staub@syr.edu
Temple University	Zebulon Kendrick	zkend@temple.edu
Texas A&M University	Linda Thurman	lfthurman@tamu.edu
Texas Christian University	Don Coerver	d.coerver@tcu.edu
Texas State University	Andrea Hilkovitz	akh70@txstate.edu
Texas Tech University	Jane Bell Kathleen Harris	jane.bell@ttu.edu ors@ttu.edu
Tulane University	Michael Cunningham	mcunnin1@tulane.edu
University of Arizona	Rachel Nielsen	rnielsen@arizona.edu
University of California, Berkeley	Gina Farales Blanco	gfarales@berkeley.edu
University of California, Davis	Adriane Boykin	aboykin@ucdavis.edu
University of California, Irvine	Sonia Lepe	slepe1@uci.edu
University of California, Los Angeles	Susan Ettner Ross Fenimore	uclafellowship@grad.ucla.edu
University of California, Riverside	Cheryl Gerry	cheryl.gerry@ucr.edu
University of California, San Diego	Waleed Majeed	wamajeed@ucsd.edu
University of California, Santa Barbara	Leila Rupp	Leila.rupp@ucsb.edu
University of California, Santa Cruz	Stephanie Casher	scasher@ucsc.edu
University of Chicago	Brooke Noonan; Kevin Doherty	brookec@uchicago.edu;

		kevdoh@uchicago.edu
University of Colorado	Amy Susan Hoak	Amy.Hoak@colorado.edu
University of Connecticut	LuAnn Saunders-Kanabay	luann.saunders-kanabay@uconn.edu
University of Florida	Stephanie Gray	slgray@ufl.edu
University of Georgia	Brian Watkins	brianw@uga.edu
University of Hawaii	Kristen Connors	connorsk@hawaii.edu
University of Illinois	Catherine Ocen	ocen@illinois.edu
University of Kansas	Rachel Johnson	rachelsj@ku.edu
University of Kentucky Research Foundation	Martha Peterson; Kimberly Stroth	Martha.Peterson@uky.edu; kim.stroth@uky.edu
University of Maryland	Wendy Montgomery	oraa@umd.edu
University of Maryland, Baltimore County	Janet Rutledge	jrutledge@umbc.edu
University of Massachusetts, Boston	Heather Carey	heather.carey@umb.edu
University of Michigan	Mary Gallagher	ii.ddrapd@umich.edu
University of Minnesota	Nicolas Allyn	awards@umn.edu
University of North Carolina at Chapel Hill	Emmy Grace	eagrace@email.unc.edu
University of Notre Dame	Samantha Lee	Samantha.Lee@nd.edu
University of Oregon	Holly Lakey	lakey@uoregon.edu
University of Pennsylvania	Tracey Turner	tturner@sas.upenn.edu
University of Pittsburgh	Joshua Cannon	JWC70@pitt.edu
University of Rochester	Kristina Lantzky-Eaton	kristina.lantzky-eaton@rochester.edu
University of South Florida	Ruth Bahr	rbahr@usf.edu
University of Southern California	Meredith Drake-Reitan	mereditd@usc.edu
University of Southern Mississippi	Karen Coats	karen.coats@usm.edu
The University of Texas at Austin	Elizabeth Korves	korvesem@austin.utexas.edu
University of Virginia	Edward Barnaby	etb8b@virginia.edu
University of Washington	Michelle Sutton	mdrapek@uw.edu
University of Wisconsin System	Mark Lilleleht	awards@iris.wisc.edu
University of Wisconsin-Milwaukee	Sharon Gosz	schetney@uwm.edu
Vanderbilt University	Bunmi Olatunji	graduateschool@Vanderbilt.edu
Washington University	Vijay Ramani	ramani@wustl.edu
Western Michigan University	Michelle Metro-Roland	michelle.metro-roland@wmich.edu
Yale University	Robert Harper-Mangels	robert.harper-mangels@yale.edu

GUIDELINES FOR FACULTY APPLICANTS

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 NIA 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. 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 January 1 for faculty members, provided: a 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 an 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 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 (CV) needs to be attached to your application through the e-application. The CV. 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 NIA 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 Minority-Serving Institution or Community College Competitive Preference Priority

For a Minority-Serving Institution or Community College, please visit:

<https://nces.ed.gov/collegenavigator/>. Please enter your institution's information to search for the school. Once you find your school, please upload the document that contains your school's general information and designation as either a Minority-Serving Institution or Community College.

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 deadline listed in the Federal Register notice. 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, the Department expects that that the organization will use the proposal submitted to the Department 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 the Department that was reviewed and scored by Department peer reviewers according to the FRA program's selection criteria, and has undergone the Department's review procedures. This review process is the whole basis of the Department's funding decisions, and these funding decisions are approved by officials throughout the Department. The Department 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 the Department. The Department can only be responsible for funding the projects submitted under the FRA program.

The Department urges applicants 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 G5 as required in the Federal Register, 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 G5 e-Application packet to be submitted by the PD, at the applying college/university, to the U.S. Department of Education by 4:30 p.m. eastern time on the published in the NIA 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 G5
- 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* 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.**



G5 e-Application Submission Procedures and Tips for Applicants

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

<http://www.G5.gov>

To facilitate your use of G5 e-Application, this document includes important application preparation and submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education. Please read and follow these step-by-step directions to create and submit your application.

ATTENTION

Applicants using the Department of Education's G5 e-Application system will need to register first to access an application package. Forms in an application package are completed on line and narratives are uploaded while logged into the system. Therefore, allow sufficient time to complete your application before the closing date. If you encounter difficulties, you may also contact the G5 helpdesk on 1-888-336-8930. The following are steps you should follow to successfully complete an application using G5 e-Application. Please note that there is a training module available on the G5 home page (www.G5.gov) that details the registration and G5 application processes in detail for users new to G5. You can access this module under the Main Menu of the homepage and link to Online Training. Look for the training topic G5 for Applicants.

Step 1 – **Register in G5** to access the electronic application package. If you are a new user, you will need to register to use G5 e-Application.

- From the G5 Portal Page <http://www.G5.gov/>, click on the Sign Up button for non-ED employees. The User Registration Screen displays.
- Click the button to the right of the ED Employee/ED Contractor field to display the employee/contractor options. Select the “no” list option. Enter all required information as noted by red asterisks (*).
- Click the continue button to proceed to the user registration agreement. Select the agree button to accept the terms of the user agreement, and then the Submit button. **Note:** If you do not agree, then you may not complete the registration process. The system displays a message indicating that the system will send a notification to your email address.
- The system sends a message with a link to activate your account. Clicking the link takes you to the Account Activation screen. Click the **Agree** option to accept the activation terms.
- Click on the Submit button to initiate your activation. Read the EDCAPS Security memorandum with the subject “G5 User ID and Password” and click the **Continue >** button. The next Account Activation screen will require you to complete the password, security question and security answer. Fill out the required fields and press the Continue button to move to the summary information.

- Click the **Activate** button to activate your account and save your password and security information. The system displays a message indicating that the account has been activated. You will now need to log into G5 where you will be taken to the My Profile page where you should select your role for access. In the Availability Types field, select “Applicant” from the list and Continue. Proceed through the next screen and Submit. You will then receive an email with the G5 link. Your applicant role may take a few minutes to activate.

If you already have a username and password for G5 use them to login. If you have access to more than one G5 module, you will be directed to select which module you wish to enter. Keep in mind that this username and password will be used for all G5 modules. In order to update your registration for additional G5 modules, click the appropriate tab on the top of the screen and provide the requested information.

The site is viewed best using Internet Explorer 5.5 or higher.

- **Step 2 - Add Application Package to your Start Page.** From your Home Page, go to Grant Setup and click on “Package Submission.” Select the package for which you wish to apply and click on the "Initiate New Application” button. In the future, the package will now appear when you click on “Package Submission” or after using the “Click Here to view my Applications” link under “Quick View” on your Home Page.
- **Step 3 - Begin the Application.** After going to the Application Package, click on the “Modify Application” button. This brings you to a page where you will see all of the application's forms and narratives listed.
- **Step 4 - Fill out Forms.** Select the form you would like to complete and click on the “Edit Form” button to enter data. Remember to click the "Save" button at the bottom of the form and check the "Form Completed" box for each form as you complete it.
- **Step 5 - Upload File(s) for Narrative Responses.** When prompted to attach narrative documents to application forms, enter the title of the document, and then Select the “Upload” button. Next, click on the "Browse" button to locate your file. Remember to click the "Save" button after you upload the document and check the "Form Completed" box when you finish uploading your file(s) and/or completing the form. Please note for file uploads, **we accept .pdf files only.**
- **Step 6 - Verify Information/Submit your Application.** Verify your information is correct and complete before submitting. Only authorized individuals for your organization can submit an application. Please check with your certifying official or sponsored research office before submission. After all forms are completed, click on the "Continue" button at the bottom of your application. Enter and verify the Authorizing Representative information and click the "Submit" button. At the top of the page you will see a confirmation message stating that your application was successfully submitted and providing you with your application number. You will also receive an e-mail to confirm that your application was received, and it will include your application number. Please print and keep this e-mail for your records. [Reminder: applications must be submitted before 4:30:00 pm, Washington, D.C. time, on the deadline date for applications. G5 e-Application will not accept your application if you try to submit it after 4:30:00 on the deadline date.]
- **Step 7 – Printing Your Completed Application.** You have the option to print each form at any time by clicking on the “View Form” button after selecting the appropriate form to print. After submission of your application, you have the option to print a complete e-Application package in PDF. From the Application Packages tab you will notice that your application status has changed from Draft to Submitted. To locate the PDF of your application, select the package radio button and click the “Modify Application” button. Then select the “Click Here to view the PDF Package” in the upper right hand corner of the page under the Package Information section.

- **Step 8 - Fax the signed SF 424 Cover Page (or Program Specific Cover Page).** Write your unique application number (received in step 8) on the upper right corner of your printed SF 424 Cover Page (or Program Specific Cover Page), and email it to FRA@ed.gov within 3 business days of submitting your e-Application. This may be optional for some programs.
- **NOTE:** For more detailed information on submitting an e-Application, please see the **User Guide**. The Online Training can be found under the main menu at <http://www.G5.gov>.

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file type detailed in the Federal Register application notice (read-only, non-modifiable .PDF files only). Also, do not upload any password protected files to your application. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters.
2. **PLEASE DO NOT USE SPECIAL/NONENGLISH CHARACTERS IN ANY FORM OR DOCUMENT FOR BOTH FELLOWSHIP APPLICANTS AND REFEREES (for example, %, *, /, etc.) Foreign characters or symbols includes words spelled with a non-English alphabet, such as “Boğaziçi” or “Nizām al-Dīn Gīlānī” or any word with an accent mark.** Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
3. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. Please note that each file attachment in e- Application has a file size limitation which is anywhere from 2 to 8 MB and the limitation will be indicated on the individual screen when you upload a file. For reference, however, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the size of your attachments before uploading them into e-Application.

Other Submission Tips

SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application.

The time it takes to upload the narratives for your application will vary depending on a number of factors including the size of the files and the speed of your Internet connection. If you try to submit your application after 4:30:00 PM Washington, DC time on the deadline date, the G5 e- Application system will not accept it.

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

If electronic submission is required, you must submit an electronic application before 4:30 PM unless you follow the procedures in this notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

2. **Dial-Up Internet Connections** - When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in this notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.
3. **Exception to Electronic Submission Requirement:** You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through G5 because—

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to G5; and
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and email your statement to: Dr. Pamela J. Maimer, U.S. Department of Education, 400 Maryland Ave, S.W., Room 256-24, Washington, D.C. 20202. Email: FRA@ed.gov

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

FREQUENTLY ASKED QUESTIONS FOR 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 PD who is registered in the Department's G5 system.

Q. How many sections are there to the G5 e- Application and who fills out what section?

A: There are two primary sections to the G5 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 Department. 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 the Department.**

Q. How are the Language Reference Form and Institutional Support Statement submitted?

A: The faculty applicant will submit, via G5, the referees' names and e-mail addresses. The referees will then receive e-mails, which are automatically generated from G5, 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 the Department.** It is suggested that internal deadlines be set by the PD for the submission of references. The Project Director and the reference writers do not have to be the same person.

Q: When the faculty member clicks the “submit” button in the G5 application system, where does their application go?

A: The faculty member's application is transmitted to their institution's PD for review and submission to the Department. A faculty applicant is not able to transmit their application directly to the Department.

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 deadline in the NIA apply?

A: The published deadline in the NIA is the date by which the PD must submit all components of the application to the Department via G5. 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 deadline.

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. They are the institutional point of contact for both the FRA fellow and the Department. They 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 PDs listed in this application package as a starting place. As this is a new competition after many years, it will be necessary for your institution's administration to appoint a PD and ensure that they register in the G5 system.

Q: How will a faculty member know that his PD has access to his application?

A: After the faculty member has submitted their G5 application, they will receive an e-mail that stating that their application has been received by the PD at their 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 the Department's G5 Help Desk immediately.

Q: How do I know that the PD has submitted the application to the Department?

A: A faculty member will not receive a notification e-mail when the PD transmits the application to the Department. Only the PD will receive such a notification e-mail. A faculty member must check with their 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 G5.

Q: How important is the page limit cited in the NIA?

A: We recommend that applicants adhere to the recommended page limit guidelines contained in the published Federal Register 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 recommended page limit restrictions. Please check the NIA for more information regarding these.

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. Applicants must upload the letters into the G5 and submit them as "Host Country Supporting Materials". Only one "Host Country Supporting Materials" document may be uploaded, so all letters must be scanned as one document. Letters or references sent in the mail will not be included with the faculty member's application. These letters may not be mailed or accepted separately from the G5 e-application

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 G5 application system?

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 G5 e-Application system, whom does he contact for assistance?

A: Contact the G5 Help Desk at 1-888-336-8930. The Department program officers are not able to answer technical questions about G5 e-Application.

Q: If a faculty member has programmatic questions, whom should he contact?

A: The faculty member's first point of contact is always the institutional Project Director. The Project Director may then contact the Department's program office at FRA@ed.gov, if further clarification is needed.

Q: When will faculty applicants be notified whether or not they have been selected?

A: The review process for FRA Program applications is lengthy and multi-faceted, so announcement times may vary. Please contact the PD for institutional notification deadlines.

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 the Department. 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 members are advised to contact the host country's Fulbright Commissions and U.S. embassies for guidance on obtaining appropriate visas and clearances.

Q: May I request funds for hotel, lodging or per diem expenses?

A: No. The maintenance amount awarded is based on the cities/regions and the research period spent in the approved area and should cover the lodging and other living expenses of the fellow. Therefore, FRA funds will not be awarded for hotel stays nor for per diem expenses during the same research period when a maintenance allowance is awarded.

Q: May faculty apply for support to go to more than one country?

A: Yes. A faculty scholar may propose research in multiple countries. Please be aware that a copy of all principal and alternate candidate applications will be sent to the Fulbright Commission or American Embassy in each host country to be reviewed for political sensitivity, feasibility, and budget. Final award decisions for the project as a whole will be based on the project feasibility in each proposed country.

Q: May permanent residents of other countries apply to their country of origin as one of the research sites?

A: U.S. Legal Permanent Resident aka "green card" holders may apply to countries **other** than their country of origin. Applications from students who are permanent U.S. residents for research in which they hold a passport will not be accepted for that country. We will only accept applications from faculty to conduct research in Russia who are U.S. citizens. Applications from students who are permanent U.S. residents for research in Russia will be found ineligible and will not be reviewed.

Q: What if my research location is not approved for travel by the U.S. Department of State Fulbright Programs?

A. The Department will not approve travel to countries for which the U.S. Department of State (State Department) has strongly urged private American citizens to depart immediately for reasons of health emergency or personal security (i.e., “ordered departure”, COVID/pandemic departure), or suspended its Fulbright program for the same reason. ED will not approve travel to countries under an “authorized departure” where the Ambassador has specifically requested Fulbright fellows to leave for security or health reasons. For up-to-date information on travel warnings, please consult the State Department travel warnings and consular information sheets at <http://travel.state.gov/>. Please contact FRA Program Staff at FRA@ed.gov for up to date information on country closures.

Q. May a student request copies of his/her application’s panel reviewers’ comments?

A. All panel reviewers’ comments will be sent to the institutional Project Director upon announcement of the awards. Faculty applicants should contact their Project Director to request a copy.

Q. Can I have two Fulbright Fellowships (i.e., FRA and Fulbright IIE) at the same time?

A. No. an applicant may not concurrently receive a grant from the Fulbright Program and a grant from the Fulbright-Hays FRA Fellowship Program.



IRB INFORMATION FOR FACULTY APPLICANTS

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 U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260- 3353, 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).

[SF-424 Form--Application Form for Federal Assistance \(Instructions to Form SF 424\)](#)

OPE- Fulbright-Hays FRA Item #022 which will automatically populate with a list of all students from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each student application whether or not Human Subjects Research Clearance (IRB) is required.

[ED Supplemental Form for SF 424 \(Instructions to ED Supplemental Form for SF 424\)](#)

[Assurances Non-Construction Programs](#)

[Disclosure of Lobbying Activities](#) Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters, if applicable

Fulbright-Hays Faculty Research Abroad Program (Form #022)

US Department of Education Fulbright-Hays Faculty Research Abroad Program

1. Last Name

First Name

Middle Initial

2. Date of Birth:

3. Country of Birth:

4. Gender: M F

5. Name of US Institution of Higher Education:

6. Department

7. Major Academic Discipline:

Language and Area Studies Specialization - Check One Area Only:

- Africa.AF
- Near East.NE
- Western Hemisphere.WH
- South Asia.SA
- Central/Eastern Europe and Eurasia.CEE
- Southeast Asia.SEA
- East Asia EA
- Western Europe WE(see requirements)

8. Country(ies) of Research: **Use a semicolon to separate countries**

9. Language(s) of Research (Do not put English):

- 1.
- 2.
- 3.
- 4.

10. Proposed Start Date of Research:

Proposed End Date of Research:

11. Veteran's Status:

- Yes
- No

12. Current Address:

Address Line 1:

Address Line 2:

City:

State:

Zip/Postal Code:

Zip+4:

Country:

Telephone #:

E-Mail address:

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 (NO MORE THAN 120 words)

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:

- Fulbright-Hays Group Projects Abroad
- Title VI FLAS
- State Dept. / IIE Fulbright
- ED Fulbright Hays Faculty Research Abroad
- ED Fulbright Hays Doctoral Dissertation Research Abroad
- Other (please specify)

22. Current Application for Other Fellowships

- Int'l Research and Exchanges Board (IREX)
- State Dept. / IIE Fulbright
- Social Science Research Council (SSRC)
- Fulbright-Hays Group Projects Abroad
- 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
Date

Address Telephone No.

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. Project Description

Bibliography

Host Country Supporting Materials

TITLE PAGE

Typed essay may not exceed the limits specified in the NIA as published in the Federal Register.

Title:

OPE-FULBRIGHT-HAYS FOREIGN LANGUAGE REFERENCE FORM

OPE-Fulbright-Hays Foreign Language Reference Form –

Name of Individual Applicant:

Name of Institution:

Countries of Research:

Language(s):

Proposed Project Title:

*Referee Last Name:

*Referee First Name:

*Referee E-Mail Address:

FULBRIGHT-HAYS FOREIGN LANGUAGE REFEREE FORM

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 contact person 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 or 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 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 text 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.)

File:

Name:

Position or Title:

University:

Date:

OPE-FULBRIGHT-HAYS INSTITUTIONAL REFERENCE FORM(022)

OPE-Fulbright-Hays Institutional Reference Form(022) -

Name of Individual Applicant:

Name of Institution:

Countries of Research:

Language(s):

Proposed Project Title:

Support Statement:

Attachment:

Title:

*Referee Last Name:

*Referee First Name:

*Referee E-Mail Address:

*Position:

*University:

*Date:

TECHNICAL REVIEW FORM

Quality of Proposed Project - Quality of Proposed Project (60 points)

Quality of Proposed Project - 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. (10 points)**

Strength:

Weakness

Reader's Score:

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)**

Strength:

Weakness

Reader's Score:

3. **The preliminary research already completed in the United States 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. (10 points)**

Strength:

Weakness

Reader's Score:

4. **The justification for overseas field research, and preparations to establish appropriate and sufficient research contacts and affiliations abroad. (10 points)**

Strength:

Weakness

Reader's Score:

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)**

Strength:

Weakness

Reader's Score:

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)**

Strength:

Weakness

Reader's Score:

Qualifications of the Applicant – (40 points)

Qualifications of the Applicant - The Secretary reviews each application to determine 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).**

Strength:

Weakness

Reader's Score:

2. **The applicant's excellence as a teacher or researcher or both in his or her area or areas of specialization (10 points).**

Strength:

Weakness

Reader's Score:

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).**

Strength:

Weakness

Reader's Score:

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 (5 points).**

Strength:

Weakness

Reader's Score:

General Comments –

Please provide general comments.

Priority Questions

Competitive Preference Priority 1: Focus on Less Commonly Taught Languages (1 points).

A research project that focuses on any modern foreign language except French, German, or Spanish.

Competitive Preference Priority 2: Thematic Focus on Academic Fields (2 points).

Applications that propose research projects in modern foreign languages and area studies with an academic focus on any of the following academic fields: science (including climate change), technology, engineering (including infrastructure studies), mathematics, computer science, education (comparative or international), international development, political science, public health (including epidemiology), or economics. Note: Applicants that address Competitive Preference Priority 2 must intend to engage in full-time research abroad in modern foreign languages and area studies with a thematic focus on any one of the academic fields referenced above.

Competitive Preference Priority 3: Focus on Community Colleges and Minority-Serving Institutions (2 points). Projects proposed by one of the following entities:

- Community colleges (as defined in the NIA)
- Historically Black Colleges and Universities: Colleges and universities that meet the criteria set out in 34 CFR 608.2.
- Minority-Serving Institutions: An institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the of the Higher Education Act (HEA) of 1965.
- Tribal Colleges or Universities: An institution eligible to receive assistance in section 316(b)(3) of the HEA.

FULBRIGHT-HAYS FACULTY RESEARCH ABROAD PROGRAM APPLICATION CHECKLIST

A complete institutional application to the Faculty Research Abroad Program is the sum of all completed faculty applications, plus the Application for Federal Assistance (SF 424), the ED Supplement to the 424, the *Assurances -- Non-Construction Programs* (SF 424B); *Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Disclosure of Lobbying Activities* (if applicable). **Failure to meet the deadline published in the *Federal Register* notice will mean rejection of the application without consideration. There is no appeal of this requirement.**

The hours of operation of the G5 Web site are

- 6:00 a.m. Monday until 9:00 p.m., Wednesday
- 6:00 a.m. Thursday until 3:00 p.m., Sunday, Washington, DC time.

Please note that, because of maintenance, the system is unavailable between 3:00 p.m. on Sundays and 6:00 a.m. on Mondays, and between 9:00 p.m. on Wednesdays and 6:00 a.m. on Thursdays, Washington, DC time.

Use This Checklist While Preparing Your Application. All items are required.

Institution/Project Director Checklist

- SF 424 Application for Federal Assistance
- OPE- Fulbright-Hays FRA Item #022 which will automatically populate with a list of all faculty from your university who have submitted applications, their disciplines, countries of research, and amounts requested. Please note that Project Directors must indicate for each application whether or not Human Subjects Research Clearance (IRB) is required.
- ED Supplemental information for the SF 424
- Assurances for Non-Construction Programs
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters
- SF-LLL Disclosure of Lobbying Activities, if applicable

Project Directors must submit the application by 11:59:00 p.m. Washington, DC time, on the date published in the Federal Register. When Project Directors submit the application via the G5 website, they will receive an automatic email notification when the U.S. Department of Education receives the application.

Faculty Checklist

- Fully completed Fulbright-Hays Faculty Research Abroad Form #022—Which includes:
 - Curriculum Vitae
 - A project narrative – submitted via G5 e-Application (Check Federal Register notice for page limitations)
 - A bibliography – submitted via G5 e-Application (Check Federal Register notice for page limitations)

- Host Country Supporting Materials
- Electronic Institutional Support References – initiate the email to your referees
- Electronic Language Reference *for each* language of research– initiate the email to your referees

Submit your application to your institution’s Project Director via G5 e-Application well in advance of the Federal Register deadline (contact your Project Director for information about institutional deadlines). When students submit the application via the G5 website, they will receive an automatic email notification when the university’s Project Director receives the application.