

NATIONAL RESOURCE CENTERS (NRC)

CFDA NUMBER: 84.015A

IFLE REPORTING SYSTEM PROPOSED SCREENS



Program: NRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$0	Current Report Information Start Date: End Date: Submit Date: Amount:
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Please change your password to something other than your award number.

Update Password

To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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International and Foreign Language Education
 U.S. Department of Education
 Office of Postsecondary Education
 1990 K Street, N.W., Washington, DC 20006-8521
 Phone: (202) 502-7700

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Welcome to the International Resource Information System (IRIS)

Your Final report is due on 11/15/2010. You will enter narratives, report data, and budget information on this report.

To enter your report, click any button on the menu bar or click [Select, View, Submit Reports](#) to display a summary of your report due and submission dates. This screen also has links to the screens that need to be entered on this report.

Currently, only one menu bar is displayed. If you click on the [Narratives](#) or [Report Data](#) option on the menu bar, a second menu bar will display below it. This second menu bar shows the screens associated with the Narrative or Report Data sections of the report.

- To access a screen, click on the option in the menu bar and the screen will display.
- Click on the buttons on the left side of the menu bar, under the "Administrative" heading to update project information, add users, or enter an international travel approval request.
- You may navigate through the screens by clicking the "Save and Continue" button or by clicking another button on the menu bar.
- When you're done entering your report, click on the [Select, View, Submit Report](#) button to submit your report to IFLE.

The Project Director is responsible for this report. He or she may add additional users by clicking [Add User](#).

Only the Project Director can submit reports in IRIS.

If you have questions, click the [Contact Us](#) link to send a question to the help desk.

This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

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Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: District of Columbia

Postal code:

Phone: *

Fax:

Email:

Web site:

Home institution:

Project title: *

World area: * Southeast Asia

Program officer: ()

Abstract

Cut and paste your abstract from your application into the box below.

(Limit 4,000 characters and spaces)

*

Select all of the languages, countries, disciplines, and subject areas relevant to your NRC from the dropdowns below. Any entries already selected are displayed first.

■ **Languages ***

Please select no more than 15 of the languages most relevant to your project's focus.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply

Abron
Achinese (Achenese)
Acholi
Afar
Afrikaans
Aja-Gbe
Akan
Akkadian
Albanian

■ **Countries ***

Please select no more than 15 of the countries most relevant to your project's focus.

(for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)

Select all that apply

United States of America
Afghanistan
Albania
Algeria
American Samoa
Andorra
Angola
Anguilla
Antigua and Barbuda

■ **Center Thematic Focus ***

Select the thematic focus that is most relevant to the Center's activities and objectives for the four-year grant cycle, in terms of course development, outreach activities, and information dissemination. If a theme or focus is not listed, select Other and indicate.

Select all that apply
Arts and Culture
Business
Comparative Politics
Economic Development
Education
Environment
Global Studies
Journalism
Media Studies

If other is selected, please include your own Center Thematic Focus.

 **Subject Areas ***

Please select no more than 15 subject areas.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply
Area Studies
Assessment and Testing
Collaboration
Dissemination
Dissertation Research
Distance Learning
Evaluation
Foreign Language Across The Curriculum
Foreign Language Programs (Domestic)

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Additional Users

To add a user with permission to review and edit reports for this project, click the add a user button. Please check if the user is your assistant/associate director, language coordinator, or outreach coordinator. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.

To update a user, click the Update link under Action

To remove a user, click the Delete link under Action

Action	Name	Email	Title

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Add a User

* Required fields

User name: *

First Name Last Name

Email: *

Title *
 Assistant/Associate Director
 Language Coordinator
 Outreach Coordinator

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International Travel Approval Request

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling to or from the U.S.

- To add a TAR, click the "Add a Travel Approval Request" button.
- Your TARs are listed below.
- To view or edit a TAR, click "Update."
- To remove a TAR, click "Delete."
- For travel to the U.S., only international travel costs need to be approved.
- After entering a TAR, click the "Submit to IFLE" button at the bottom of the page to submit it to IFLE.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Once the TAR has been approved by IFLE, it can be updated and resubmitted to IFLE for your program officer to reapprove.
- **Note:** A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, airfare, ground transportation.

The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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International Travel Approval Request - Submit 30 days in advance of travel

Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, airfare, ground transportation.

*** Required fields**

Participant name: *

Travel to or from U.S.: * To From U.S.

Title VI NRC funds requested for travel: * In-Country International

Type of participant: * Select one

Purpose of travel: * Select one

Travel Justification: * (limit 2,000 characters)

Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.

Discipline / Field: Select

Country(ies): * For travel to the U.S., select the country the participant is traveling from.

Select one

Select one

Select one

Select one

Select one

Title VI NRC funds requested for travel: * \$

Which FY funds are being used: * 2006

Explanation of Title VI NRC funds requested: (limit 2,000 characters)

Provide a detailed itemization of Title VI NRC funds to be expended, e.g., lodging, per diem, travel.

Departure date: * (mm/dd/yyyy)

Return date: * (mm/dd/yyyy)

Comments: (limit 1,000 characters)

Participant's Departure Itinerary (Required for international travel)

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
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Participant's Return Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number
--------------------------------	-----------	--------------------------	------------------------------	---------	---------------------	------------------------------

* I certify that this travel request complies with the Fly America Act.

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Report Schedule

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.
- To view or submit a report, click the "View / Submit Report" button.
- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.
- To begin entering your report data now, click the "Select Report" option for your fall report and click the "Enter Report Information" button.
- You may also [view reports from previous grants](#) for your program, institution, and world area.

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
	Spring Year 1 (Narratives/Budget)	2007	04/01/2007	01/05/2007	03/01/2007	\$229,500		Current Report Screens for this report Objectives and Assessment Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 1 (Report Data/Budget)	2006	10/15/2007	01/05/2007	08/15/2007	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Spring Year 2 (Narratives/Budget)	2007	04/01/2008	08/16/2007	03/01/2008	\$0		Objectives and Assessment Adjustments to Project

								Exemplary Activities Evaluation Priorities Budget
	Fall Year 2 (Report Data/Budget)	2007	10/15/2008	08/16/2007	08/15/2008	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Spring Year 3 (Narratives/Budget)	2008	04/01/2009	08/16/2008	03/01/2009	\$232,000		Objectives and Assessment Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 3 (Report Data/Budget)	2008	10/15/2009	08/16/2008	08/15/2009	\$0		Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget
	Final Year 4 (Narratives/Budget/Report Data)	2009	11/15/2010	08/16/2009	08/15/2010	\$0		Objectives and Assessment Adjustments to Project Exemplary Activities Evaluation Priorities Instructional Resources Bachelor's Degrees Master's Degrees Doctoral Degrees Placements Outreach Resource Leveraging Language Courses IAS Courses Publications Travel From U.S. Travel To U.S. Budget

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications	Grant Results

Time Extension

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

*Please provide a justification for the one-time time extension.

Comments: (limit 1,500 characters and spaces)

*Enter the amount of funds to be used during the time extension
\$

*Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.
Example: 01/01/1900

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

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Narratives:

Objectives and Assessment	Adjustments to Project	Exemplary Activities	Evaluation	Priorities
---------------------------	------------------------	----------------------	------------	------------

Objectives and Assessment *

Describe each of the objectives of the project and the progress made towards each objective during the current reporting period.

Required field

(limit 5,000 characters and spaces)

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Narratives:

Objectives and Assessment

Adjustments to Project

Exemplary Activities

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Priorities

Adjustments to Project *

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Required field

(limit 5,000 characters and spaces)

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Exemplary Activities *

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Required field

(limit 5,000 characters and spaces)

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Evaluation *

Describe project-related evaluation activities that have taken place during the current reporting period.

Required field

(limit 5,000 characters and spaces)

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents.)

no file selected

no file selected

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Narratives:

Objectives and Assessment	Adjustments to Project	Exemplary Activities	Evaluation	Priorities
---------------------------	------------------------	----------------------	------------	------------

Priorities *

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](#).

Required field

(limit 4,000 characters and spaces)

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INTERNATIONAL RESOURCE INFORMATION SYSTEM

Priorities for

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Spring Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 08/15/2009 through 03/01/2010. Totals will be automatically calculated.

* Required fields

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the proposed budget for the next one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may

be attached to this report. Uploading a document replaces the document previously attached.)

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Fall Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 03/02/2010 through 08/14/2010. Totals will be automatically calculated. Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Budget Category	Title VI NRC Funds Reported on the Spring Report	Title VI NRC Funds Spent in the Spring Reporting Period (08/15/2009-03/01/2010)	Title VI NRC Funds Spent in the Current Reporting Period (03/02/2010-08/14/2010)	Total Title VI	Total Other
Personnel	\$0	\$	\$	\$	\$
Fringe Benefits	\$0	\$	\$	\$	\$
Travel	\$0	\$	\$	\$	\$
Equipment	\$0	\$	\$	\$	\$
Supplies	\$0	\$	\$	\$	\$
Contractual	\$0	\$	\$	\$	\$
Other	\$0	\$	\$	\$	\$
Total Direct Costs	\$0	\$	\$	\$	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$0	\$	\$	\$	\$
Total Budget	\$0	\$	\$	\$	\$
Carryover					\$

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed one-year budget period.

Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data

Spring Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from _____ through _____. Totals will be automatically calculated.

* Required fields

Unless you have previous reported carry-over funds, you will not be able to complete these fields.	
Carry-over amount from the previous fiscal year that you reported in the previous fall report:	\$
The amount that has been expended from the carry-over reported in the previous fall report:	\$

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1000 characters and spaces)

Characters and Spaces:

Budget attachment: * excel, pdf, or .doc only. Attach a spreadsheet with the proposed budget for the next one year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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Final Budget

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from 08/15/2009 through 08/14/2010. Totals will be automatically calculated.

* Required fields

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period
Personnel	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Contractual	\$
Other	\$
Total Direct Costs	\$
Total Indirect Costs (may not exceed 8% of direct costs)	\$
Total Budget	\$

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed one-year budget period. Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may

be attached to this report. Uploading a document replaces the document previously attached.)

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
-----------------	-------------------------	--------------------------	--------------------	------------------	------------------	------------	----------	---------------------	------------------	-------------	--------------

Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds. Instructional resources are anything one can give to a teacher to help them teach (e.g., CD's, pamphlets or textbooks).

- The instructional resources already entered for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a record, click the "Add an Instructional Resource" button.

Action	Type	Title
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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Development of Instructional Resources

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds.

* Required fields

Type: * Toolkits and instructional materials

Title of resource: *

Intended audience(s): * Select all that apply

- Business
- Business executives
- Community organization
- Elementary and secondary education
- Federal government

(for multiple selections, hold down the "ctrl" or "apple" key and click)

Comments:(limit 1,000 characters and spaces)

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications	Grant Results
-----------------	-------------------------	--------------------------	--------------------	------------------	------------------	------------	----------	---------------------	------------------	-------------	--------------	---------------

Center or Program Related Majors, Minors, or Certificates

Please describe majors, minors, or certificates offered by your university that are center or program related. Include information about the requirements to earn the major, minor, or certificate (e.g., credit hours, mandatory courses, language requirement, etc).

Majors

Discipline:
Description: (Limit 1,000 characters and spaces)

Minors

Discipline:
Description: (Limit 1,000 characters and spaces)

Certificates

Discipline:
Description: (Limit 1,000 characters and spaces)

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Administrative			Reports								
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data					
Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Program Graduates - Doctoral Degrees and Certificates Earned by Discipline

Graduates are defined as all center- or program-related degree or certification recipients, as defined on the Degree and Certificate Description screen. If a student receives as degree as well as certificate, enter the data in both cells on the page.

- Select each major discipline and enter the number of NRC program Doctoral degree graduates and/or certificate recipients in that discipline.
- Include students who graduated between September 2006 and August 2007.
- Click the "Save" button to redisplay the page with additional blank records, if needed.
- The total will be automatically calculated.

Discipline	Majors	Minors	Certificates	Total
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				
Select one				

Total:

Comments: (Limit 1,000 characters and spaces)

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Administrative			Reports			
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data

Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
-----------------	-------------------------	--------------------------	--------------------	------------------	------------------	------------	----------	---------------------	------------------	-------------	--------------

Center or Program Graduate Placements

- Enter the number of major, minor, or certificate recipients placed in the sectors listed.
- Graduates who are out of the job market are considered unemployed.
- Include students who graduated between September 2006 and August 2007.
- Totals will be automatically calculated.
- Count each graduate only once.

Sector	Bachelor's			Master's			Doctorate		
	Major	Minor	Certificate	Major	Minor	Certificate	Major	Minor	Certificate
Elementary or secondary education									
Federal government									
Foreign government									
Graduate study									
Higher education									
International organization (in U.S.)									
International organization (outside U.S.)									
Private sector (for profit)									
Private sector (non-									

profit)									
State or local government									
Unemployed or out of job market									
Unknown									
U.S. military									
Total Students Placed									
Total Students Awarded Degrees	0	0	0	0	0	0	0	0	0

Comments: (Limit 1,000 characters and spaces)

Select the Hiring Institutions for Doctoral Degree Higher Education Placements

(The institutions you have already selected are listed first.)

Select all that apply

- Abraham Baldwin Agricultural College
- Adams State College
- Abilene Christian University
- Adelphi University
- Adler School of Professional Psychology
- Adrian College
- Agnes Scott College
- Aims Community College
- Air Force Institute of Technology

(Press the Ctrl or apple key and click to select more than one.)

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data					
Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

- The outreach activities already entered for this report are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new outreach activity, click the "Add an Outreach Activity" button.
- To enter default values for city, state, and language which will pre-populate on new records, click the "Enter Outreach Defaults" button

Action	Activity Title	Dates	Location
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Administrative			Reports								
Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data					
Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

*** Required fields**

Title of activity: *
(limit 500 characters and spaces)

Theme / topic *
(limit 100 characters and spaces)

World Area of Focus * Select all that apply

Language(s) addressed: Select all that apply
 Abron
 Achinese (Achenese)
 Acholi
 Afar
 Afrikaans
 Aja-Gbe
 Akan
 Akkadian
 Albanian
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Target audience(s): * Select all that apply
 Business
 Business executives
 Community organization
 Elementary and secondary education
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Presenter(s): Select all that apply
 Doctoral student
 Faculty of institution
 Faculty of other institution
 Faculty of other institution

Is this a teacher training activity: Yes No

For broadcast events, select type: Select one

Broadcast event audience scope: Select one

City: *

State: Select one

Country: * Select one

Dates of activity: * From: To: *

mm dd yyyy mm dd yyyy

Total number of attendees: (Attendees are not required for broadcast events.)

Number of student attendees:

Number of educator attendees:

Primary Activities Select one

Activity outcomes:
(limit 1,000 characters and spaces)

Partnership(s): Select the type of partnership(s) that was utilized for this activity.
(limit 1,000 characters and spaces)

Select one

- Government Agencies
- Domestic Educational Institutions
- International Educational Institutions
- Non-Government Organizations
- Title VI Funded Entities
- Other

Describe activities conducted with this partner:

Comments:
(limit 1,000 characters and spaces)

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Outreach Defaults

If you enter a default city, state, and / or language on this screen, these fields will be pre-populated for you when you create new outreach activities.

City:

State: Select one

Language: Select one

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World Area:		Start Date:
		End Date:
		Due Date:
		Submit Date:
		Amount:

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications
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Additional Resources Obtained to Support NRC Project Activities

Indicate any additional funds that the institution or another entity provided to support the following NRC activities and objectives for the current reporting period. In the first column, enter the amount of NRC grant funds used; in the second column enter the funds provided by your institution; and, in the third column, indicate funds provided by other sources. If an activity an activity or funding source is not applicable, enter the number zero (0).

* Required fields

	Title VI NRC Funds	Institution	Other	Total
Language Assessment				
Commonly Taught Language Instruction				
Less Commonly Taught Language Instruction (Excluding French, German, Spanish)				
International and Area Studies Instruction				
Total				

Indicate the number and dollar amount of faculty and student grants obtained during the current reporting period that are relevant to the NRC activities and objectives. Do not include FLAS fellowships that were awarded to students. *

Faculty-obtained: Total value of these grants * \$

Student-obtained: Total value of these grants * \$

Related federal grants:

If this center has more related federal grant(s), enter the total number and click "Display Rows."

Type of grant	Funding agency	Activity (from list above)	Amount

Explain how having a Title VI NRC grant has enabled the Center or Program to attract additional funding to help accomplish project activities and objectives. *

(limit 2,000 characters)

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Project Director:		
World Area:		

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-----------------	-------------------------	--------------------------	--------------------	------------------	------------------	------------	----------	---------------------	------------------	-------------	--------------

Language Courses

- The language courses for this report are listed below.
- To add a course, click the "Add a Language Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload Language Course Spreadsheet" button.
- To view or edit a course record, click "Update."
- To remove a single course record, click "Delete."
- To remove all of the language course records on this report, click the "Delete All Language Courses" button.
- To download the courses listed below to a .csv file, click the "Download Courses" button.
- Courses are displayed in the order they were entered.

Comments: (limit 1,000 characters and spaces)

Please give any comments or details about what significant changes or additions have been made to the course list this year.

Action	Course Title	Course Number	Language
Update Delete			

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Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Language Courses

Enter the following information for each language course taught during the current reporting period.

* Required fields

Course title: *

Course number: *

Language: * Select one

Level: * Select one

Semester or quarter: * Select one

Contact hours per week: *

Is this course supported with Title VI NRC funds? * Yes No

Is this a new course? * Yes No

Comments: (limit 1,000 characters and spaces)

Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number *	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *
	Select one			
	Select one			
	Select one			

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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data					
Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

Instructions to Upload Course Records

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click [here](#) to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for languages), contact the help desk at irismail@cds2helpdesk.com for assistance.

Step 2: Enter course records into the spreadsheet

I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- For Language and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

II. Specifics for Language Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.

Course Number: Enter the number of the course as listed in your institution's course catalog.

Language: Select the language taught in the course from the drop-down list. If the language is not the list, enter the language into the "Other" column.

Level: Select the level of the course at the institution by choosing from the drop-down list.

Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.

Contact Hours/Week: Enter the number of classroom contact hours per week.

Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."

Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

Course sections

Create a record for each section of a course. If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

Section: Indicate the number of the section from your institution's course catalog.

Classroom Instructor: Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-

down list, enter the type into the other instructor column.

Enrollment: The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for language courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the Language Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

Upload Course Spreadsheet: Select the .CSV file from your desktop

no file selected

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International and Foreign Language Education
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700



Program: NRC Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$ 0	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Project Info	Add User	Travel Requests	Select, View, Submit Reports	Narratives	Budget	Report Data					
Report Screens:	Instructional Resources	Degree, etc Descriptions	Bachelor's Degrees	Master's Degrees	Doctoral Degrees	Placements	Outreach	Resource Leveraging	Language Courses	IAS Courses	Publications

International and Area Studies Courses

- A full course upload will be required for the first year. All additional reporting years will only require the upload of courses supported with Title VI NRC funds.
- The international and area studies courses already entered for this report are listed below.
- To add a course funded with NRC support, click the "Add an IAS Course" button.
- To download a spreadsheet template and then upload the courses in the spreadsheet, click the "Upload IAS Course Spreadsheet" button.
- To view or edit a course record, click the "Update."
- To delete a course record, click the "Delete."
- To remove all of the IAS course records on this report, click the "Delete All IAS Courses" button.
- To download the courses listed below to a .csv file, click the "Download Courses" button.
- Courses are displayed in the order they were entered.

Comments: (limit 1,000 characters and spaces)

Please give any comments or details about what significant changes or additions have been made to the course list this year.

Action	Course Title	Course Number
Update Delete		

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International and Area Studies Courses

An international and area studies course is defined as a course having at least 25% international content. Enter the following information for each international and area studies course taught during the current reporting period.

* Required fields

Course title: *

Course number: *

Semester or quarter: * Select one

Contact hours per week: *

Discipline(s): *
 Select all that apply
 Accounting
 Agriculture
 Anthropology
 Archaeology
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Is this course supported with Title VI NRC funds? * Yes No

Is this a new course? * Yes No

Nature of enhancements: Select one
 (Required if course is not new)

Degree program this course applies to: Select one

Comments: (limit 1,000 characters and spaces)

Sections

If this course has more than 3 sections, enter the number of sections and click "Display Rows."

Section Number	Classroom Instructor *	Enrollment		
		Undergraduate *	Graduate *	Other *

	Select one			
	Select one			
	Select one			

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Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

Instructions to Upload Course Records

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

1. Click [here](#) to save a copy of the spreadsheet to your desktop.
2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for disciplines), contact the help desk at irismail@cds2helpdesk.com for assistance.

Step 2: Enter course records into the spreadsheet

I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values. (Note that you cannot click on the dropdown in the heading row.)
- In the Discipline, Nature of Revisions, Degree, and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- **No more than 1000 course records can be uploaded from one spreadsheet.**

II. Specifics for IAS Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.

Course Number: Enter the number of the course as listed in your institution's course catalog.

Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.

Contact Hours: Enter the number of classroom contact hours per week.

Discipline: In each course record, select at least one discipline as listed in your institution's course catalog. Three disciplines can be specified for each course in the disciplines columns. If a discipline is not in the drop-down, enter that discipline in the "Other Discipline" column. If a course has more than three disciplines, specify additional disciplines in the "Other Discipline" column as well.

Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."

Nature of Revisions/Enhancements: If the course has been previously offered at your institution, select the type of revision or enhancement to the course, if any, from the drop-down list. If the revision/enhancement is not on the drop-down list, enter that revision in the "Other Revision" column.

If this course can be applied toward a professional or pre-professional program: If the course can be used to meet requirements for achieving a professional degree at your institution, select the professional degree program from the drop-down list. If the program is not on the drop-down list, enter the program in the "Other Program" column.

Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

Course sections

Create a record for each section of a course. If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

Section: Indicate the number of the section from your institution's course catalog.

Classroom Instructor: Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

Enrollment: The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

Step 3: Uploading the spreadsheet

1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
3. Please be sure you are uploading the course spreadsheet for IAS courses.
4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this file to be uploaded.
5. The system reviews all the data while uploading. If the records upload successfully, the IAS Courses page will display with a list of your courses and a message telling you how many records were loaded.
6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

Upload Course Spreadsheet: Select the .CSV file from your desktop

no file selected

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Publications and Research Presentations

Indicate the total number of publications and presentations conducted, developed, and / or written during the current reporting period with NRC grant funds. Note that these can also be in electronic format.

Audio, video, and podcasts:

Authored books:

Assessment materials:

Book chapters:

Conference papers/presentations:

Edited books:

Journal articles:

Reports/monographs:

Teaching cases:

Working papers:

Other: (please specify)

:

:

:

Comments: (limit 2,000 characters and spaces)

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Results of Grant-Funded Activities *

Please identify results of grant-funded activities that will be disseminated to the public on the IRIS Web site (<http://iris.ed.gov>). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.

Required field

(limit 5,000 characters and spaces)

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■ Project Identification

Project Director:**Title:****Address:****Phone:****Fax:****Email:****Web site:****Home institution:****Project title:** NRC**World area:****IFLE contact:****Outreach director:****Outreach director email:****Languages:****Countries:****Disciplines:****Subject areas:**

Before this report can be submitted, you must return to the [Project Information](#) screen and enter: abstract, languages, countries, disciplines, and subjects areas .

There is no information entered on the following screen(s) for this report.

Click the link to return to the screen or check the "Not Applicable" box and click the "Save" button if it does not apply. Note that you cannot check "Not Applicable" for budget or other required screens.

Screen Name

Not Applicable

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[Language Courses](#)

[IAS Courses](#)

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You cannot submit the report until information is entered on each of these screens or "Not applicable" is checked.

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