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U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Fund for the Improvement of Postsecondary Education
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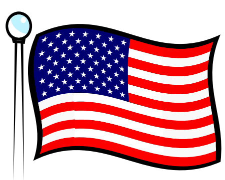

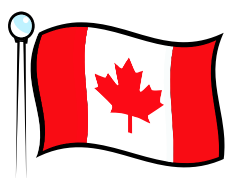

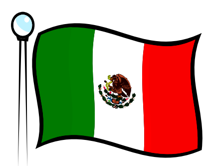

Fiscal Year 2007

Application for Grants Under the Program for North American Mobility in Higher Education

(CFDA NUMBER: 84.116N)

Forms Approved: OMB No. 1840-0702, Expiration Date: 08/31/2008 and OMB No. 1840-0785, Expiration Date: 06/30/2009

CLOSING DATE: April 13, 2007

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December 2006

Dear Applicant:

Thank you for your interest in applying for a grant under the Program for North American Mobility in Higher Education of the Fund for the Improvement of Postsecondary Education (North American Program). The North American Program is designed to assist colleges and universities in the United States, Canada, and Mexico in giving students a North American perspective to education and training in a wide range of subject areas.

The ultimate intent of the Program is to assist with the building of a North American community. The governments of the United States, Canada, and Mexico have all issued guidelines to this end. Some differences do exist to reflect country-specific needs. Applicants from each country should use only the guidelines issued by their government when completing the applications. **The deadline for applications for this Program is April 13, 2007.**

The Program for North American Mobility in Higher Education fosters student exchange within the context of multilateral curricular development. Students benefit from having an added "North American" curriculum and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad. The Program is administrated collectively by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education; Human Resources and Social Development Canada (HRSDC); and in Mexico by the Dirección de Desarollo Universitario, Secretaría de Educación Pública (SEP).

Conceived in the spirit of the North American Free Trade Agreement (NAFTA), the first grant competition for this Program was held in 1995 followed by competitions in 1996, 1997, 2000, 2001, 2002, 2003, 2004, and 2006. Since 1995, a total of 88 consortia have been funded involving over 480 institutions of higher education and related non-profit organizations. Grants for the Program for North American Mobility in Higher Education will provide four years of funding. As in the last competitions, each country will provide support only for participating institutions within its borders.

We anticipate that projects for Fiscal Year 2007 will begin as early as September 1, 2007, but no later than November 1, 2007. We estimate that 10 new consortium grants will be made. Grants will be for four years of funding, including a first-year preparatory phase (see below). Grants for the U.S. consortia will likely be on the order of U.S. $200,000 for the four-year period.

This letter highlights a few items in the fiscal year (FY) 2007 instructions document that will be important to applicants in the United States in applying for grants under the North American Program. ***You should review the entire instructions document carefully before preparing and submitting your application*****. Information on the North American Program also is accessible at the FIPSE web site at: www.ed.gov/FIPSE.**

The Department requires applicants to use an Internet-based electronic system for submitting applications. We are requiring that applications for FY 2007 grants under the North American Program be submitted electronically using Grants.gov. *You are urged to acquaint yourself with the requirements of Grants.gov early. More information on*

Grants.gov is included throughout this instructions document. Grants.gov is accessible through its portal page at: http://www.grants.gov.

All applicants must complete all of the forms associated with this competition. All forms are found in the application package downloaded from Grants.gov.

It is important to know that the Grants.gov site works differently than the Department's e-Application system. The application must be submitted on or before the deadline date. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures in the Federal Register Notice [see Notice Inviting Applications for New Awards] and qualify for an exception to the electronic submission requirement.

The requirements for obtaining an exception to the electronic submission have changed. If you think you may need an exception you are urged to review the requirements *promptly. Applications submitted late will not be accepted*. We suggest that you submit your application several days before the deadline date. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

Please note that Grants.gov does not allow applicants to "un-submit" applications. If you discover that changes or additions are needed once your application has been accepted and validated by the Department, you must "re-submit" the application. You should know that if the Department receives duplicate applications, proposing to serve the same consortium, we will accept and process the application with the latest "date/time received" validation.

All applicants are required to adhere to the page limit of 20 pages (double spaced) for the Program Narrative. **The Notice, published in the *Federal Register* [see Notice Inviting Applications for New Awards] contains specific information governing page limits.**

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

Please review carefully the "Program Description and Guidelines" section for the North American Mobility Program. We encourage consortia arrangements that exemplify a diversity of institutions with the capacity to sustain their efforts beyond the grant period of four years. We look forward to receiving your application.

Sincerely,

/signed/
Leonard L. Haynes, Ph.D.
Director,
Fund for the Improvement of
Postsecondary Education

Program Description and Guidelines

Program Principles and Description

The Program for North American Mobility in Higher Education is a grant competition run cooperatively by the governments of the United States, Canada, and Mexico. The purpose of this competition is to promote a student-centered, North American dimension to education and training in a wide range of academic and professional disciplines. The Program will fund collaborative efforts in the form of consortia consisting of at least two academic institutions from each country. The funding period will be for up to four years. This is the ninth grant competition for this program.

The governments of the United States, Canada, and Mexico have all issued similar guidelines. Some differences do exist to reflect country-specific needs. **Applicants from each country should use only the guidelines issued by their government when completing the application packet.**

The principles of this program are based on recommendations that emerged from the Guadalajara Conference of 1996, the Vancouver Communiqué of 1993, and the Wingspread Declaration of 1992, which called for strengthened cooperation in higher education, research, and training among the United States, Canada, and Mexico.

The current grant guidelines are essentially similar in principle to the guidelines used in the 1995, 1996, 1997, 2000, 2001, 2002, 2003, 2004, and 2006 competitions but reflect revisions based on lessons learned from the experiences of past funding rounds. One important change, first instituted in the 2000 competition, has been the lengthening of project periods from three to four years by adding a first-year preparatory phase. Consortia in the past generally needed more time to prepare an administrative infrastructure before they began sending students abroad for study. Administrative agreements in the form of formal memoranda of understanding are key to the smooth operation and development of consortium projects as well as the ultimate institutionalization of these projects at all of the participating colleges and universities.

The new first-year preparatory phase will allow grantees to formalize the consortium agreements on issues such as credit recognition and/or transfer among institutions; fees and tuition arrangements; language requirements; and student visa requirements. These administrative issues have been so important to the development of good projects that FIPSE, HRSDC, and SEP decided to make funding subsequent to the preparatory phase contingent upon a consortium's satisfactory progress in these areas.

FIPSE, HRSDC, and SEP have revised these guidelines to emphasize better the importance of curriculum development, language and cultural preparation, and student mobility.

Objectives

The purpose of this competition is to promote a student-centered, North American dimension to education and training in a wide range of academic and professional disciplines that complement existing forms of bilateral and trilateral exchange programs among the three countries.

The Program aims to improve the quality of human resource development in the three countries and to explore ways to prepare students for work throughout North America through –

1. the mutual recognition and portability of academic credits among North American institutions;
2. the development of shared, common, or core curricula among North American institutions;

3. the acquisition of the languages and exposure to the cultures of the United States, Canada, and Mexico;
4. the development of student apprenticeships or other work related experiences; and
5. an increased cooperation and exchange among academic personnel among North American institutions.

This program encourages consortia to achieve these objectives by extending partnerships beyond higher education and training institutions to include others such as business, professional associations, and public authorities in the three countries.

Scope of the Program

This initiative will support a limited number of innovative projects, which can best be carried out through multilateral groupings. The Program is not designed or intended to duplicate activities, which are, or can be, carried out on a bilateral basis between the United States and Canada or the United States and Mexico.

The Consortia Partnerships

Your proposed consortium must involve at least two active partner higher education or training institutions from each of the three countries involved. Partnerships among institutions in different states in the United States and Mexico and from different provinces in Canada will be preferred. You may also add third and subsequent partners from other education and training institutions or other relevant organizations (e.g. businesses, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) in the same or other states or provinces. Please note, however, that funding is intended only for academic institutions in each consortium. You should make sure that there is parity in the number of academic institutions from each country involved in each consortium. Make sure that all of your academic institutions intend to participate fully in the project.

Your consortia should nominate one lead institution from the United States and one each from Canada and Mexico. In the case of Mexico, the lead must be a public institution. The members of your consortium must jointly prepare a common proposal. The lead institution in each country then must submit a separate proposal to its respective government agency (see a listing under Submission Process). Though guidelines published by all three governments are essentially the same, you should make sure that each lead institution refers to its respective government guidelines as different country-specific needs and requirements do apply.

Each partner institution should include in the proposal a letter of endorsement from the senior executive officer (e.g., rector, vice-chancellor, president) as well as from other officials responsible for international student activities (directors of international affairs, registrar, academic deans and/or department heads). These letters should indicate how the project fits within the international strategy of the institution and should emphasize how this project will complement that strategy. Endorsement letters should also indicate the institution's willingness and intent to sign agreements on credit transfer and tuition fee waivers with partner institutions. Letters should detail how the institution intends to support this program in the areas of institutional financial commitment, student language preparation, and student tuition and fees.

You may create new partnerships or build on existing international or domestic linkages. Projects, however, must be new; you should not simply duplicate or extend existing activities.

It is important that you clearly indicate each partner's contribution to the joint project in addition to the description of the project director at each institution. You should also include descriptions of all project staff who will be involved.

FIPSE, HRSDC, and SEP give a high priority to ensuring the broadest possible participation in the Program. Given the relatively small number of projects that can be funded, individual departments, and academic or professional programs should not apply to participate in more than one consortium project at any given time.

The Cooperative Projects

Your project should draw upon and complement the international mission and staff expertise of each of the member institutions of the consortium. It is important that your project be clearly student-centered rather than research-oriented. When designing a project, you should always keep in mind the potential academic and professional impact that this project will have on students from all three countries. You should clearly describe the target student population (e.g., fourth-year undergraduate business students at a university; second-year students of aviation mechanics at a technical college). You should also state the number of students who will benefit from the project.

All disciplinary fields, including the Arts and Humanities, as well as cross-disciplinary studies, both at graduate and undergraduate levels, are eligible for consideration. FIPSE, HRSDC, and SEP have a strong interest in supporting projects designed to increase professional mobility in fields that are of relevance to the evolving North American trade relationship, the environment and sustainable development, public health, and human resources development.

The Cooperative Activities

Successful trilateral projects are ones that clearly integrate curriculum development and student mobility in a meaningful way. Your project needs to focus on its own innovative "North American" approach to training and education. The activities should aim not only to send students abroad, but also to integrate a new perspective into what one learns and how one learns.

While you design new curriculum, you should aim to fully integrate students into the normal academic and cultural milieu of the host institution and community. Students should take most, or all, of their courses at the host institution alongside native students, rather than in special courses for foreign students.

Competitive proposals will focus on the following key activities:

- **Development of organizational frameworks for student mobility, which include full transfer and/or recognition of credit for study abroad.**
  You should identify the groups of students who will participate in the proposed project. Experience shows that projects work best if they target advanced undergraduate students at two- or four-year colleges or graduate students in their second or third years. This arrangement allows for planning and recruitment for study abroad well before student departure to the partner institutions. It also allows for adequate foreign language training for students and gives students more time to plan for their trip. Your proposal should explain how long a student will be studying abroad and how credit for academic work at the partner institutions will be transferred to or recognized by the student's home institution. Note that student participation in these programs should not prolong time to degree.

- **Development of innovative curricula, teaching materials, methods and modules.**
  Your proposal should address an important curricular problem or need and describe a strategy to address it. Your proposal should address how your project implements a new educational program or improves current practice to prepare students to work in an international context. Please detail the program of study in terms of the courses, research training, internships, or work placements that students might typically take at both the

home and the host institution. You should indicate whether the proposed curriculum is based on existing courses offered at partner institutions or will involve new courses that are to be developed by the consortium. Your proposal should address how the students' experience abroad will be integrated into the existing academic program prior to and following study abroad. You should describe all additional activities which you plan to organize which may include intensive programs, faculty exchanges, development of teaching materials, use of new technologies and/or the integration of distance learning.

- **Development of adequate language preparation and assessment.**
  You should explain in detail how students will gain language proficiency adequate enough to participate in studies at the host institution. Discuss what level of language proficiency you are targeting and why. Discuss the resources you will be drawing upon to achieve language proficiency. An example might be how your foreign language departments will play a role in training departing students in French and/or Spanish. You should discuss how the U.S. host institution helps in-coming students with the improvement of English skills if they need it. You should also discuss how you will assess if students are ready for instruction in a language other than their own. Please note that consortia that propose to offer courses or seminars only in English will not be considered competitive.
  Language proficiency is key to a student's integration in the academic culture of the host institution.

- **Development, where appropriate, of apprenticeships or work placements.**
  If your project involves work experience, you should address how you will establish and organize student apprenticeship opportunities or work placements in one or both of the partner countries. This includes how long the apprenticeship or work placement will last and how it will conform to the applicable laws and regulations of the host country. Please discuss who will oversee internships. You should describe how students will build upon this experience upon their return.

- **Development, where appropriate, of a cross-national framework for professional certification, licensure and/or program accreditation for North America.**
  If your project focuses on professional education, you should discuss how your project will work with private, state, and national professional associations and/or accrediting organizations to develop means for international quality assurance and certification.

- **Development of a strong project evaluation plan.**
  Formative evaluation helps with project management and a strong summative evaluation helps projects become models for other institutions and consortia to follow. You should develop a detailed evaluation plan which states the goals of your project and indicates what qualitative and quantitative evidence you will gather to measure the success of your project. ***You should list the name of an external evaluator who will help you with the evaluation.***

- **Submission of an annual performance report**.
  The US, Canadian, and Mexican funding agencies will carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Each project leader will be required to submit to their respective government agency an annual progress report, which discusses progress on project goals, including curricular development, student

mobility, and project expenditures. Annual reports must include submissions from all partner institutions covering their activities as well.

- **Participation in annual meetings.**
  An important part of the Program for North American Mobility in Higher Education is the Annual Meeting, held over a period of about three days on a rotating basis in each of the partner countries. This meeting is intended to serve as a medium where different consortia can meet together to share ideas on what works. It is also intended as a forum for discussion to help guide the three funding agencies to make important trilateral decisions on how best to coordinate this program. Consortia are also given time during the Annual Meeting to meet as a group by themselves as well as with their program officers from the three countries. Please make sure that your budget includes funding to support adequate participation in these meetings.

FIPSE, HRSDC, and SEP also will consider applications that integrate, in addition to the activities described above, other innovative approaches to affect successful trilateral cooperation in higher education. Some examples might be: new web-based and other computer-based technologies to enhance the collaborative development of a trilateral project.

You may wish to use new distance learning technologies to enhance intra-project communication, curriculum development, teaching and learning, and preparation of students among the three countries. Further, new technologies can be used to expand access to the project. A consortium, for example, can use the Web to give access to all students at their participating institutions to course material that is part of the common core established by the consortium, commonly developed by the consortium, or available at each of the partner institutions.

You may consider short intensive programs to enhance (not to substitute for) regular student exchanges. In addition to longer semester or year-length student exchanges, applicants may also plan to create shorter, highly intensive programs which engage larger numbers of students for shorter periods of times (6 - 8 weeks). Explain how the intensive programs are well integrated into the students' regular curriculum. You should outline efforts and plans to promote language proficiency for students who will participate in short intensive programs, just as you would for students participating in longer exchanges.

<u>The Students</u>

One important objective of the North American program is to develop ongoing structured opportunities to allow students to pursue academic or professional studies in partner countries other than their own. For this reason, the three governments are interested in projects that will continue to facilitate student mobility well after the end of the grant period.

Your application should focus on the impact your idea has on students. This means that you should address student mobility in detail. You should discuss what value your project adds to your particular field of study through a North American approach and how you believe students will benefit academically and professionally from such a perspective. Make sure that you cover in detail the student related issues covered in the cooperative activities section above and the student mobility section below (curricular development, academic recognition, language and cultural preparation, tuition and fees, student service support).

Student Mobility Numbers and Duration

Number: On average, you should plan for each partner institution to move no fewer than seven (7) students over the life of the project. Proposals for moving a greater number of students will be considered more competitive.

Duration: Participating students from all partner institutions should have opportunities to study at one or more foreign member institutions for a period of one, or preferably two, semesters. If your project involves internships, the duration of time abroad may be longer.

Student Recruitment

A major factor contributing to the success of consortia is a good plan for student recruitment. Your student recruitment plan should be forward thinking, targeting first- and second-year students as well as graduating high school students as potential recruits for your new program. Since language learning is a key component of this program, get students thinking about the program early and help guide students to make the proper course choices to ensure that they can acquire an adequate level of language proficiency in advance. You should discuss how you intend to provide access to a broad representation of the student population with respect to ethnicity, sex, and economic status.

Academic Credit Recognition

In order to assure that students do not increase their time to degree, you must make sure that students who study abroad can get academic credit for their work at their home institution. You should outline in detail how you intend to ensure full academic credit recognition for a student's study time abroad. You should discuss what formal administrative assurances home institutions will provide students that their study abroad will be fully credited upon their return and how student academic work will be evaluated from one consortium institution to the next. Please note that formal agreements for credit recognition must be signed by participating institutions by the end of the preparatory phase.

The content of the individual's study program must be agreed to in writing by the home and host institutions and the individual student concerned before the student's departure. This should indicate the home institution's assurance that the study abroad, if successfully completed, will be recognized as fulfilling a comparable period of study in the home institution.

Language/Cultural Preparation

Since a key objective of this Program is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, you must clearly address the cultural and linguistic instruction you plan to give students before, during, and after their study abroad period. Language preparation includes a means for determining whether students have sufficient language proficiency to study in the language of the host country and host institution. You should also discuss a strategy for ensuring that students can acquire an appropriate level of proficiency. Please describe what institutional and other resources will be used to prepare students or guest students to study within the framework of the program (foreign language education, testing and assessment programs or other related services).

Fees

Students studying abroad will pay the usual tuition and fees at their home institution and should incur no additional payments to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities.

Student Stipends

Student stipend money is intended to offset additional costs incurred by students traveling abroad over the costs of remaining at the home institution (see section on financial considerations). Legitimate costs include travel, room and board expenses. Stipend money must not be used for tuition or fees (see “Fees”). The amount of money allotted a student for study abroad should reflect the additional cost incurred. Students who study for shorter times or in less expensive cities should receive less money than students who study for longer periods of time or in more expensive places. The maximum amount of federal stipend money allotted to any one US student may not exceed $3,000. Please note that student mobility money is intended for foreign study only. This means that stipends may not be used to move students to institutions in their own countries.

Student Support and Services

You should discuss what student services you will provide to help students navigate these new programs at both the home and the host institutions in all three countries. The aim is to ensure that participating students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. You should include details about pre-departure orientation activities at the home institutions and reception and orientation activities at receiving institutions. You should also identify how returning students will be integrated into their home institutions following their international study experiences.

Preparatory Phase - First Year of Project

Successful North American projects are built upon strong inter-institutional agreements that are confirmed by signed memoranda of understanding among institutional partners. For this reason, the three governments have decided to support an initial year of funding to allow grantees to complete administrative planning and cooperative trilateral arrangements at the inter-institutional level. Student mobility will begin only after the successful completion of the preparatory phase (but no later than the end of the second year of the project). During the first year, consortia must formalize agreements in the following areas:

- institutional financial commitment to the project.
- financial sustainability beyond the government-funding period.
- student recruitment and selection.
- student language preparation.
- student tuition and fees.
- student credit transfer and/or recognition.
- faculty and curricular development.

In order to ensure the success of the entire project, funding for the subsequent three years will be contingent upon satisfactory achievements during the preparatory first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve goals and objectives in all of the areas identified above.

As a minimum requirement, by the end of the first year the trilateral consortium will be required to submit to the three funding authorities copies of formal agreements signed by all partner institutions with respect to (a) academic credit transfer and recognition, and (b) student tuition and fees.

Projects that do not satisfactorily meet these preparatory requirements by the end of the first year will not be extended government support beyond that point.

IMPORTANT: The preparatory phase of the project does not reduce the need for you to develop and present clear and detailed plans of action and signed support letters from all of your partner institutions at the time of application. The application must be completely and fully developed, including a section on the preparatory phase that describes plans to address the issues identified above.

Financial Considerations

Grants for the Program for North American Mobility in Higher Education will provide four years of funding. Most grants will be for four years of funding, including a first-year preparatory phase (see below). Each country will provide support only for participating institutions within its borders. Awards are intended to provide seed funding for carrying out joint innovative projects, which can be established within this period and which, once established, can be continued without ongoing program support. It is essential that you indicate in your proposal how activities will be sustained beyond the funding period.

Your projects should be cost-effective in their design and administration. The most competitive proposals will attempt to maximize the number of students going abroad through wise use of stipends and other institutional resources.

Country Support

Each government will provide financial support only for participating institutions within its borders. You should note that funding levels provided by each country may vary. We recommend that funding arrangements be worked out by consortium members prior to submitting a proposal.

The United States will provide a total of approximately $2 million over four years to support the participation of US institutions and students in these consortia. Canada and Mexico will each provide financial support for their participants.

For US institutions, financial support per consortium for the life of the project is anticipated to be on the order of $200,000. US consortium members should limit their budget to $30,000 for all US partners for the first-year preparatory phase. US institutions may also request funds in years two, three, and four for the purposes of curriculum development. This might involve covering the costs to host a consortia meeting at a US partner institution or to attend such a meeting at a Mexican or Canadian partner institution. Curricular development money may also be used to supplement costs related to Web site development if they are directly related to the project. Student mobility funds should not be budgeted in the first year of the grant.

Awards and Institutional Commitment

FIPSE, HRSDC, and SEP will award funding to successful consortia via the lead partner in each country. Awards are intended to cover a portion of the total costs of the activities to be undertaken. As the project is intended to be of long-term benefit to the partner institutions and their students, your institutions should make a substantial contribution to the project as evidence of their commitment to its objectives.

Annual Meeting

You should include in your budget the costs for the Annual Meeting for you and your US partners. The 2007 Annual Meeting will be held in the U.S. and the 2008 Annual Meeting will be held in Canada.

Selection of Projects

FIPSE, HRSDC, and SEP, assisted by panels of independent experts, will make selections on a trilateral basis. While overall attention will be paid to a balance of benefits, to good geographic spread, and to supporting a diverse range of institutions, reviewers will judge the proposals primarily on the basis of the following four selection criteria, weighted equally:

1. **The significance of the proposed project,** as determined by –

- The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;
- The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and
- The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

You should describe the nature and scope of the proposed project, the key elements and reasons for the proposed partnership, and the particular North American context and perspective of the project. How central is the program to the vitality of developing a North American dimension to your discipline or profession? What will be the national and international consequences of a successful completion of the project? How are other institutions of higher education likely to benefit or learn from your experience in ways that would enable them to provide a North American perspective to your discipline or profession?

2. **The quality of the design of the proposed project**, as determined by –
   - The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and
   - The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

Your narrative should offer reviewers a clear description of the roles of each partner. It should cover who will do what, when, where, and with what anticipated results. Your strategies should be carefully designed to address the central purpose of your project, based on your own research and experience, and based on previous experience by others. Scatter-shot approaches to vaguely defined problems make poor prospects for funding. The project's goals and objectives should be clearly identified and measurable.

3. **The adequacy of resources**, as determined by –
   - The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project;
   - The potential for continued support of the project after FIPSE/HDSRC/SEP funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support; and
   - The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

It is important to provide evidence that the plans you propose have the support of those who will authorize them, those who will carry them out, and those who will be affected by them. You should include in your proposal, in an attachment, letters of commitment and support from senior administrators of members of the consortium. You may also include endorsements by national or international experts in your field to support the significance of your project. Applicants are advised that the quality of the letters of support is important, not the quantity.

An important element of your design is the level of commitment from all of the partners in the consortium. Partners should not be selected only because of name recognition or size. Partners should be selected for the demonstrated level of interest in being part of the project as well for providing evidence for making a substantial commitment to the success of the project.

4. **The quality of the project personnel**, as determined by –
    - the qualifications, including training and experience, of key project personnel; and
    - the extent to which the applicant encourages applications for employment from persons who are members that have traditionally been under-represented based on race, color, national origin, gender, age, or disability.

The qualifications of key personnel, including the project director at the lead institution and the staff at the partner institutions, should be briefly outlined in an appendix to the proposal. Please note that a standard curriculum vita is not appropriate for this purpose. What is needed is a short-form résumé and a brief narrative summary of each individual's background, with a special focus on those experiences related to the topic of your proposal.

5. The **development of a strong evaluation plan**, as determined by-
    - a clear statement of how you will use qualitative and/or quantitative evidence to measure the success of your project;
    - the use of an external (independent) evaluator who will evaluate the project at the consortia level to determine the overall effectiveness of your grant at all institutions engaged in the project.

Formative evaluation should help with project management, and a strong summative evaluation helps the entire consortium become a model for other institutions and consortia to follow. We suggest that you request funds in your budget to support evaluation throughout the life of your project.

IMPORTANT - PLEASE READ

Grants.gov Submission Procedures and Tips for Applicants

Please note that the Grants.gov site works differently from the U.S. Department of Education's (Department) e-Application system. To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

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

2. **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded**. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection. If you start uploading your application before 4:30 p.m. Washington, D.C. time on the application deadline date, and it does not finish uploading until after 4:30 p.m., your application will be marked late. If that happens, please see the section below on submission problems.

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

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

If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late.

If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site.

If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site: http://www.grants.gov/CustomerSupport.

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

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to log on to Grants.gov to upload and submit the application. (This is different from e-Application, where you are working online and saving data to the Department's database.) You must provide the DUNS number that was used when your organization registered with the Central Contractor Registry (CCR) on your application.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (Refer to the Federal Register notice for detailed instructions.)

MAC Users

If you do not have a Windows operating System, you will need a Windows Emulation program to submit an application using Grants.gov. For additional information, review the PureEdge Support for MacIntosh white paper published by Pure Edge: http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/CustomerSupport) for more information.

If you do not have a Windows Emulation program and electronic submission is required, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date. (Refer to the Federal Register notice for detailed instructions.)

Grants.gov Registration Instruction for Organizations

The Grants.gov registration process involves three basic steps:

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

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

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

D-U-N-S NUMBER INSTRUCTIONS

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

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

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

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

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

Central Contractor Registration (CCR) Instructions

The Central Contractor Registration (CCR) is a web-enabled government-wide application that collects, validates, stores, and disseminates business information about the Federal government's trading partners in support of the contract award, grants, and electronic payment processes. Check to see if your organization is already registered at the CCR website (http://www.bpn.gov/ccrinq/scripts/search.asp).

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

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

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

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

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

Application Transmittal Instructions

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

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

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

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

Applications Submitted Electronically

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (http://www.grants.gov) by 4:30 p.m. (Washington, D.C. time) on or before the deadline date.

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgement when we receive your application.

For more information on using Grants.gov, please refer to the “Notice Inviting Applications” that was published in the Federal Register or visit http://www.grants.gov.

Applications Delivered by Mail

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

> **U.S. Department of Education**
> **Application Control Center**
> **Attention: (CFDA Number 84.116N)**
> **400 Maryland Avenue, S.W.**
> **Washington, D.C. 20202-4260**

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

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

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

1. A private metered postmark, or
2. A mail receipt that is not dated by the U.S. Postal Service

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

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

Applications Delivered by Commercial Carrier

If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail", then follow the instructions under the appropriate delivery method.

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

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

Applications Delivered by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30 p.m. (Washington, D.C. time) on or before the deadline date to the following address:

> **U.S. Department of Education**
> **Application Control Center**
> **Attention: CFDA Number – 84.116N**
> **550 12th Street, SW**
> **Potomac Center Plaza – Room 7067**
> **Washington, D.C. 20202-4260**

Application Control Center Hours of Operation

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

Grant Application Receipt from the Application Control Center

If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you.

If you do not receive the notification of application receipt within 15 days from the mailing of the application, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

Late Applications

If your application is late, we will notify you that we will not consider the application.

Notice Inviting Applications for New Awards

4000-01-U
DEPARTMENT OF EDUCATION
Office of Postsecondary Education

Overview Information
Fund for the Improvement of Postsecondary Education--Special Focus Competition: Program for North American Mobility in Higher Education
Notice inviting applications for new awards for fiscal year (FY) 2007.
Catalog of Federal Domestic Assistance (CFDA) Number:
84.116N
Dates:
Applications Available: December 22, 2006.
Deadline for Transmittal of Applications: April 13, 2007.
Deadline for Intergovernmental Review: July 14, 2007.
Eligible Applicants: Institutions of higher education (IHEs) or combinations of IHEs and other public and private nonprofit institutions and agencies.
Estimated Available Funds: The Administration has requested $21,989,000 for the Fund for the Improvement of Postsecondary Education for FY 2007, of which we intend to use an estimated $300,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.
Estimated Range of Awards: $25,000 - 30,000 for the first year only.
Estimated Average Size of Awards: $30,000 for the first year only. $200,000 for four-year duration of grant.
Maximum Award: We will reject any application that proposes a budget exceeding $215,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.
Estimated Number of Awards: 10.
Note: The Department is not bound by any estimates in this notice.
Project Period: Up to 48 months.
Full Text of Announcement
I. Funding Opportunity Description
Purpose of Program: To provide grants or enter into cooperative agreements to improve postsecondary education opportunities by focusing on problem areas or improvement approaches in postsecondary education.
Priority: Under this competition, we are particularly interested in applications that address the following priority.
Invitational Priority: For FY 2007 this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is designed to support the formation of educational consortia of American, Canadian, and Mexican institutions to encourage cooperation in the coordination of curricula, the exchange of students, and the opening of educational opportunities among the United States, Canada, and Mexico. The invitational priority is issued in cooperation with Canada and Mexico. These awards support only the participation of US institutions and students in these consortia of American, Canadian, and Mexican institutions. Canadian and Mexican institutions participating in any consortium proposal responding to the invitational priority may apply, respectively, to Human Resources and Social Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for additional funding under separate but parallel Canadian and Mexican competitions.

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

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

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested $21,989,000 for the Fund for the Improvement of Postsecondary Education for FY 2007, of which we intend to use an estimated $300,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process before the end of the current fiscal year, if Congress appropriates funds for this program.

Estimated Range of Awards: $25,000 - 30,000 for the first year only.

Estimated Average Size of Awards: $30,000 for the first year only. $200,000 for four-year duration of grant.

Maximum Award: We will reject any application that proposes a budget exceeding $215,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 10.

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

Project Period: Up to 48 months.

III. Eligibility Information

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

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

IV. Application and Submission Information

1. Address to Request Application Package: Sylvia W. Crowder, Fund for the Improvement of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8544. Telephone: (202) 502-7514.

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

Individuals with disabilities may contact the Education Publications Center (ED Pubs), P.O. Box 1398, Jessup, MD 20794-1398. Telephone (toll free): 1-877-433-7827. FAX: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), you may call (toll free): 1-877-576-7734.

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

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

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

Page Limit: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 20 pages (double spaced), using the following standards:

A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.

Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, reference, and captions, as well as all text in charts, tables, figures, and graphs.

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

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if--

- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: December 22, 2006.

Deadline for Transmittal of Applications: April 13, 2007.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site (Grants.gov). For information (including dates and times) about how to submit your application electronically or by mail or hand delivery if you qualify for an exception to the electronic submission requirement**,** please refer to section IV. 6. Other Submission Requirements in this notice.

Applications for grants under this competition must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the ***Program for North American Mobility in Higher Education,*** CFDA Number 84.116N must be submitted electronically using the Government-wide Grants.gov Apply site at http://www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

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

You may access the electronic grant application for the Program for North American Mobility in Higher Education at http://www.Grants.gov. You must search for the downloadable application package for this program or competition by the CFDA number. Do not include the CFDA number’s alpha suffix in your search (e.g., search for 84.116, not 84.116N).

Please note the following:

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

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

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

• You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov at http://e-Grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf

• ***To submit your application via Grants.gov, you must complete all steps in the Grants.gov registration process (see http://www.gGrants.gov/applicants/gGet_registeredStarted.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR);, and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/section910assets/GGrants.govRegistrationBrochureCoBrandBrochure8X11.pdf). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you also will need to update your CCR registration on an annual basis. This may take three or more business days to complete.***

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

• You must submit all documents electronically, including all information you typically provide on the following forms: Application for Federal Education Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications. Please note that two of these forms--the SF 424 and the Department of Education Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

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

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

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

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

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

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

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

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

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

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system; and
- ***No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.***

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

Address and mail or fax your statement to: **Sylvia W. Crowder**, ***U.S. Department of Education, 1990 K Street, NW., room*** **6154**, ***Washington, DC*** **20006-8544*.***

FAX: (202) **502-7877.**

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

b. Submission of Paper Applications by Mail.

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

By mail through the U.S. Postal Service:
U.S. Department of Education
Application Control Center
400 Maryland Avenue, SW.
Washington, DC 20202-4260
Attention: (CFDA Number *84.116N*)

or

By mail through a commercial carrier:

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

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

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

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

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

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

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

(1) A private metered postmark.

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

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

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

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

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

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

V. Application Review Information

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

2. Review and Selection Process: Additional factors we consider in selecting an application for an award are applications that demonstrate a tri-lateral, innovative North American approach to training and education.

VI. Award Administration Information

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

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

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

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

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as specified by the Secretary in 34 CFR 75.118.

4. Performance Measures: The success of this program depends upon--1) The extent to which funded projects are being replicated (i.e., adopted or adapted by others); and 2) The manner in which projects are being institutionalized and continued after funding. These two performance measures constitute the Fund for the Improvement of Postsecondary Education's (FIPSE's) indicators of the success of the program. If funded, you will be asked to collect and report data from your project on steps taken toward achieving these goals. Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Institutionalization and replication are important outcomes that ensure the ultimate success of international consortia funded through this program.

VII. Agency Contact

For Further Information Contact: Sylvia W. Crowder, Fund for the Improvement of Postsecondary Education, Program for North American Mobility in Higher Education, 1990 K Street, NW., 6th floor, Washington, DC 20006-8544. Telephone: (202) 502-7514.

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

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

VIII. Other Information

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

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

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

Dated: December 19, 2006

/signed/

James F. Manning,
Acting Assistant Secretary for Postsecondary Education.

1998 Amendments to Higher Education Act of 1965 [excerpt]

P.L. 105-244
TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS
SEC. 701. REVISION OF TITLE VII.
Title VII (20 U.S.C. 1132a et seq.) is amended to read as follows:
TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS
SEC. 700. PURPOSE.
It is the purpose of this title--
(1) to authorize national graduate fellowship programs--
(A) in order to attract students of superior ability and achievement, exceptional promise, and demonstrated financial need, into high-quality graduate programs and provide the students with the financial support necessary to complete advanced degrees; and
(B) that are designed to--
(i) sustain and enhance the capacity for graduate education in areas of national need; and
(ii) encourage talented students to pursue scholarly careers in the humanities, social sciences, and the arts; and
(2) to promote postsecondary programs.

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

PART B--FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
SEC. 741. FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

(a) AUTHORITY- The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by--
(1) encouraging the reform, innovation, and improvement of postsecondary education, and providing equal educational opportunity for all;
(2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, and combinations of academic and experiential learning;
(3) the establishment of institutions and programs based on the technology of communications;
(4) the carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;
(5) the design and introduction of cost-effective methods of instruction and operation;
(6) the introduction of institutional reforms designed to expand individual opportunities for entering and reentering institutions and pursuing programs of study tailored to individual needs;
(7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties; and
(8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto.

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

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

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

(b) MEMBERSHIP-

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

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

(c) DUTIES- The Board shall--

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

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

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

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

SEC. 743. ADMINISTRATIVE PROVISIONS.

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

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

SEC. 744. SPECIAL PROJECTS.

(a) GRANT AUTHORITY- The Director is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit organizations as the Director deems necessary for innovative projects concerning one or more areas of particular national need identified by the Director.

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

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

(1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost and price control.

(2) Articulation between 2- and 4-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from 2- to 4-year institutions of higher education.

(3) Evaluation and dissemination of model programs.

(4) International cooperation and student exchange among postsecondary educational institutions.

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

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

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

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

Intergovernmental Review of Federal Programs
Executive Order 12372

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

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

General Education Provisions Act (GEPA)
Section 427

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

Section 427 requires each applicant to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

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

A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

*Note: Applicants are required to address this provision by attaching a statement to the GEPA "Notice to All Applicants" form that is included in the North American Mobility application package that must be downloaded in Grants.gov.

Government Performance and Results Act (GPRA)

What is GPRA?

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

FIPSE performance is focused on 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and 2) the manner in which projects are being institutionalized and continued after grant funding. These two results constitute FIPSE's indicators of the success of our program. Consequently, applicants for FIPSE grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria discussed below. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

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

General Instructions

for Completing the North American Mobility Application Package

This application package consists of standard forms, attachments, and forms that are specific to the North American Mobility Program. All of these forms are found on Grants.gov. The forms can be completed using the Grants.gov PureEdge software. The forms are divided into the following parts:

Part I: **424 Forms**
Application for Federal Assistance – (SF 424)
Department of Education Supplemental Information Form for SF 424

Note: Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of Grants.gov.

Part II. **Attachments**
ED Abstract Form
Program Narrative Attachment Form
Budget Narrative Attachment Form

Part III: **ED FIPSE Program Specific Forms**
ED FIPSE Project Title Form
ED FIPSE Budget Summary Form
ED FIPSE Consortium Partners Identification Form

Part IV. **Other Attachments Form**
Personnel Information
Planning Timetable with Outcomes to be Achieved for Each Year of the Project
Endorsement Letters

Electronic submission requires that narratives and other files be attached to the following attachment forms as per the instruction in this document such as:

One Page Abstract must be attached to the "Department of Education Abstract Form"
Program Narratives must be attached to the "Program Narrative Attachment Form"
Budget Narratives must be attached to the "Budget Narrative Attachment Form"
All vitas, table of contents, letters, certifications, supplementary statements; and other requested appendices must be attached to the "Other Attachment Form"

NOTE: ***Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed above.***

Part V: **Assurances, Certifications, and Survey Forms**
GEPA Section 427 Requirement
Certification Regarding Lobbying Form (formerly ED Form 0-0013)
Survey Instructions on Ensuring Equal Opportunity for Applicants
Disclosure of Lobbying Activities (SF-LLL)
Assurances – Non-Construction Programs (SF 424B)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0702**. The time required to complete this information collection is estimated to average 30 hours for the project director per application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form**, **please write to**: U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to**: Fund for the Improvement of Postsecondary Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, D.C. 20202-4651.

OMB No. 1840-0702
Expiration Date: 08/31/2008

Instructions for Attachments and ED FIPSE Program Specific Forms

Applicants are reminded that each of the three institutions comprising a prospective North American consortium should prepare a common proposal that contains sufficient information and details to allow the evaluators in the United States, Canada, and Mexico to judge the capacity of the consortium to meet the objectives of the North American Program. You and your Canadian and Mexican lead partners should submit (respectively) to FIPSE, HRSDC, and SEP proposals that are identical in content. **FIPSE applicants must download the application package found in Grants.gov to complete and submit the application. (Applicants are reminded that all attachments must be in .doc, .rtf., or .pdf format.)**

A. **ED ABSTRACT FORM.** You will attach an overview outlining the key features of the project, including the total number of students from each institution being exchanged over the duration of the project, to this form. The summary should include the following items:
   - Title of project.
   - Summary of program and project activities.
   - List of U.S., Canadian, and Mexican consortium institutions.
   - Number of U.S., Canadian, and Mexican students targeted for study abroad.
   - Length of study abroad time.
   - Number of planned trilateral consortium meetings among coordinating institutions and approximate location (note: the Annual Meeting should count as one per year).

B. **PROGRAM NARRATIVE ATTACHMENTS FORM**. You will attach your project description to this form. In no more than 20 double-spaced pages, you should include an overview that describes the project, its objectives, strategies for achieving those objectives, and for each year of the project, the expected outcomes of the project and how success in achieving those objectives would be measured. *Each application should include a well-written evaluation plan aimed at measuring success of the project's activities and outcomes through solid quantitative and qualitative evidence. This plan must be coordinated among partners to ensure that the success being measured is consortia-wide.*
   PAGE LIMIT:
   A “page” is 8.5” x 11”, on one side only, with 1”margins at the top, bottom, and both sides.
   Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, reference, and captions, as well as all text in charts, tables, figures, and graphs. Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch). The page limit does not apply to the budget section, including the narrative budget justification, the assurances and certifications, or the abstract, the resumes, the bibliography, or the letters of support. Our reviewers will not read any pages of your application that exceed the page limit.

C. **BUDGET NARRATIVE ATTACHMENT FORM.** You will attach the budget narrative for each year to this form. The budget narrative should detail all expenses for each year of the life of the project and how they have been determined.

   The budget should clearly identify travel costs and other relevant expenses. It should further indicate how much of this budget is being requested from FIPSE and how much is to be covered from other sources. Clearly indicate the breakdown of expenses among the Canadian, Mexican and U.S. consortium members. Where applicable, the narrative must indicate the level of financial support from other public and private sources.

Letters of confirmation from these sources should also be attached to the "Budget Narrative Attachment Form." For U.S. applicants, the budget figures must be submitted in U.S. dollars.

PLEASE NOTE: FIPSE applicants must download the application package found in Grants.gov to complete and submit the ED FIPSE Project Title Form, ED FIPSE Budget Summary Form, and the ED FIPSE Consortium Partners Identification Form (see details that follow).

D. ED FIPSE PROJECT TITLE FORM. Complete each item using the guidelines below.

Program: Select North American Program

Consortium Members -- U.S. Partners:
Enter the name of the lead U.S. Partner after Lead
Enter the name of the U.S. Partner after Partner
Leave the second Partner blank

Consortium Members -- Foreign Partners:
Enter the name of the lead Foreign Partner (for Mexico or Canada) after Lead
Enter the name of the Foreign Partner (for Mexico or Canada) after Partner
Leave the second Partner blank

Consortium Members -- Foreign Partners:
Enter the name of the lead Foreign Partner (for Mexico or Canada, whichever was not used in the first Foreign Partner section) after Lead
Enter the name of the Foreign Partner (for Mexico or Canada, whichever was not used in the first Foreign Partner section) after Partner

Project Title: Enter the title of the project. There is a 60-character limit in this field.

Abstract of Proposal: Enter a brief summary of the project. This should be concise and confined to the space provided, but in no case should you leave this space blank. This description should include the total number of students in each country to be moved during the project. There is a 1000 character limit in this field.

Select project format: Select the Four-year consortia project.

Federal Funds Requested: Enter the amount of Federal funds being requested from FIPSE in the first year of the project. Because the first year is for preparatory work, please limit this request to $30,000. Enter the amount requested for subsequent years of funding. Under "total" enter the cumulative amount requested for the life of the project.

E. ED FIPSE BUDGET SUMMARY FORM

1. Program: Select North American Program.

2. Select One: Please select Lead (fiscal agent).

3. Name of Institution/Organization: Please fill in name of institution/organization. The Summary Budget Form must list totals for the U.S. lead plus the total of the partners as subcontracts (in line 7). Please enter amounts in whole dollars. Please attach the budget narrative and a spreadsheet with detailed explanations for lead institution and partners to the "Budget Narrative Attachment Form." For example, for the salary category, please list the name of the individual and how the salary request is being calculated. Subcontract (partner) budget must be calculated in the budget narrative to be attached to the "Budget Narrative Attachment Form."

4. Personnel (Salary & Wages): Enter totals for the salaries and wages for the U.S. Lead only.

5. Fringe Benefits (Employee Benefits): Enter totals for the U.S. lead only.

6. Travel: Enter travel costs for the U.S. lead only. There are two major categories of travel—1) the annual program meeting for all projects (fall 2007 in the United States, fall 2008 in Canada, and fall 2009 in Mexico), 2) individual consortium meetings (in the United States, Canada, or Mexico). Travel funds for a second individual consortium meeting in the United States or in Canada or Mexico should also be submitted for each budget year. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the fall and once at a separate meeting for the individual consortium (either in the United States, Canada, or Mexico).

7. Equipment (Purchase). FIPSE does not typically cover equipment purchases**.**

8. Supplies (and materials): Enter total for the U.S. lead only.

9. Contractual (enter partner totals here): Enter total for subcontracts with the partner institutions, consulting and evaluation. The recommended consulting amount, including travel costs, for a consortium is $5000 budgeted over four years.

10. Other (equipment rental, printing, etc.): Enter totals for the U.S. lead only.

11. Total Direct Cost. Field is calculated automatically.

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

13. Mobility Stipends: Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 7 students at $3000 each for the U.S. lead and the U.S. partner.) The minimum amount budgeted must be $42,000 and should be entered only for years two, three, and four. This is a "training stipend" and is restricted to student use only. More mobility stipends may be requested but this will not increase the total amount of the grant. Mobility stipends are entered only on the U.S. lead /fiscal agent budget. Note: Consistent with EDGAR 75.562, c, and 75.564, stipends are not subject to indirect cost.

14. Language Stipends: Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 7 students at $1000 each for the U.S. lead and the U.S. partner.) The language stipend may be used in years one, two, three, and four. This is a "training stipend" and is restricted to student use only. Note: Consistent with EDGAR 75.562, c, and 75.564, stipends are not subject to indirect cost. Unused funds in this line may only be used for additional mobility stipends. Language stipends are entered only on the U.S. lead /fiscal agent budget. This is an optional item in the budget.

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

16. Total requested from FIPSE (lines 11 + 12+ 15) (These figures should appear on the Title Form): Field is calculated automatically.

17. Lead Partner Non-Federal Funds: Enter total funding not requested from FIPSE.

18. Subcontractor(s) Partner Non-Federal Funds: Enter total funding not requested from FIPSE by partner institutions.

19a. Total Requested from Canada: Enter the dollar amount requested by Canadian partners.

19b. Total Requested from Mexico: Enter the dollar amount requested by Mexican partners.

19c. Total Requested from Brazil: Leave Blank.

19d. Total Requested from Europe: Leave Blank.

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

F. ED FIPSE CONSORTIUM PARTNERS IDENTIFICATION FORM

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

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

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

STEPS FOR COMPLETING THE CONSORTIUM PARTNERS IDENTIFICATION FORM:
1. Enter all information on the first page for lead partner (lead U.S. institution).
2. Select "Next" at the top of the page
3. Enter all information for Partner Two (U.S. partner institution)
4. Select "Next" at the top of the page
5. Do not fill out any information for Partner Three, simply select "Next" at the top of the page.

6. On this page you are required to extract a new form and complete it for the lead foreign partner and partner two for Canada. To extract the form select the button "Select to extract the Consortium Partners Identification Form Attachment."
7. Save the extracted file (blank copy of the original form) to your computer.
8. Using the extracted file you saved enter all information on the first page for lead Canadian partner.
9. Select "Next" at the top of the page
10. Enter all information for Partner Two (Canadian partner institution)
11. Select "Next" at the top of the page
12. Do not fill out any information for Partner Three, simply select "Next" at the top of the page.
13. Save the completed document to your computer.
14. Return to the original form where you "extracted" the copy and attach the copy you completed for the Canadian partner under "Please Attach Attachment 1" using the "Add Attachment" button.
15. Extract a new form and complete it for the lead foreign partner and partner two for Mexico. To extract the form select the button "Select to extract the Consortium Partners Identification Form Attachment."
16. Save the extracted file (blank copy of the original form) to your computer.
17. Using the extracted file you saved enter all information on the first page for lead Mexican partner.
18. Select "Next" at the top of the page
19. Enter all information for Partner Two (Mexican partner institution)
20. Select "Next" at the top of the page
21. Do not fill out any information for Partner Three, simply select "Next" at the top of the page.
22. Save the completed document to your computer.
23. Return to the original form where you "extracted" the copy and attach the copy you completed for the Mexican partner under "Please Attach Attachment 2" using the "Add Attachment" button.

Reminder: In order to complete these forms correctly you must extract and complete a copy of the form. When extracting a form you are basically saving a clean copy of the pure edge form to your computer, completing that form, and reattaching it to the pure edge application.
Reminder: To extract the forms fill out the original form, select the "Next" button at the top of the page until you reach button that says "Select to extract the Consortium Partners Identification Form Attachment." Select that button, you will be prompted to save a copy of the form onto your computer, complete that form and attach it to the page where you selected to extract the attachment. To attach the extracted form you must select "Add Attachment" on the page where you extracted the form and select the form you completed and saved on your computer.

G. OTHER ATTACHMENTS FORM. You will attach three documents to this form. Attachments will include: (1) Personnel Information; (2) Planning Timetable with Outcomes to be Achieved for Each Year of the Project; and (3) Endorsement Letters. Please remember to create electronic documents, in .doc, .pdf, or .rtf formats, and attach each of these documents separately to the Other Attachments Form.

(1) **PERSONNEL INFORMATION**: You should clearly state the qualifications of the Project Director and the personnel related to the project. Please include in your attachments for the narrative section brief one-page bios, highlighting relevant skills and experience of the personnel. If you must include a résumé, please limit it to fewer than five pages. Only attachments of this information will be considered.

(2) **PLANNING TIMETABLE WITH OUTCOMES TO BE ACHIEVED FOR EACH YEAR OF THE PROJECT**: Please include a planning chart listing goals and planned outcomes. This chart should fit your evaluation plan. Only Timetables that are attached will be considered.

(3) **ENDORSEMENT LETTERS**: You may attach letters of support from a senior executive officer of each academic partner in the consortium, indicating how this project fits within the academic exchange policy and the international strategy of the institution, and emphasizing what this project will add to that strategy. Other major parties involved in the consortium should also indicate in writing their commitment to this project. Endorsement letters should be attached to the narrative of your application. Only endorsement letters that are attached will be considered.

Submission Process: U.S., Canada, and Mexico

The three lead institutions in each country must submit a separate application to their respective funding agencies. Applications not received by all three countries will not be considered. Please follow the application guidelines for the country in which your lead institution is situated.

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

Submission of Proposals in Canada and Mexico: The Canadian and Mexican lead institutions must also submit applications to their respective government authorities at the following addresses:

For information in Canada, please contact:
Christiane Boulanger
Program for North American Mobility in Higher Education
International Education Unit, Learning and Literacy Directorate
Human Resources Investment Branch
Human Resources and Social Development Canada
Jules Léger Building
25 Eddy Street
10th Floor Mail Room
Hull, Québec
Canada K1A 0M5
Tel: (819) 953-3857
Fax (819) 953-8147
E-mail: christiane.boulanger@hrdc-drhc.gc.ca

For information in Mexico, please contact:
José Luis León Ramirez, Ph.D.
Programa para la Movilidad en la Educación Superior de America del Norte
Dirección de Desarrollo Universitario/DGES/SESIC/SEP
San Fernando no. 1
Col. Toriello Guerra
Tlalpan
14050 México, D.F.
Tel.: (525) 723-6767
Fax: (525) 723-6763
E-mail: jleon@sep.gob.mx

A final note for U.S. applicants:
If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or use the customer support available on the Web site "http://www.grants.gov/CustomerSupport"

Application Checklist

Use This Checklist While Preparing Your Application Package: All items listed on this checklist are required.

The Application Package:

- SF-424
- Department of Education Supplemental Information for SF-424
- ED Abstract Form:
  - --- Attach Abstract
- Program Narrative Attachments Form:
  - --- Attach Project Description
- Budget Narrative Attachment Form:
  - --- Attach Budget Narrative
  - --- Letters of Confirmation
- ED FIPSE Project Title Form
- ED FIPSE Budget Summary Form
- ED FIPSE Consortium Partners Identification Form:
  - --- Completed three (3) times
- Other Attachments Form:
  - --- Personnel Information
  - --- Planning Timetable
  - --- Endorsement Letters
- 424B
- Grants.gov Lobbying Form
- GEPA
- Survey Ensuring Equal Opportunity
- SF – LLL, Disclosure of Lobbying Activities

Instructions for Standard Forms

- Instructions for the SF-424
- Instructions for the Department of Education Supplemental Form for the SF 424
- Definitions for the Department of Education Supplemental Form for the SF 424
- Instructions for Completion of Disclosure of Lobbying Activities (SF-LLL)
- Survey Instructions on Ensuring Equal Opportunity for Applicants

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

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

Item	Entry:
1.	**Type of Submission:** (Required): Select one type of submission in accordance with agency instructions. • Preapplication • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	**Type of Application**: (Required) Select one type of application in accordance with agency instructions. • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.
4.	**Applicant Identifier**: Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.
5a	**Federal Entity Identifier**: Enter the number assigned to your organization by the Federal Agency, if any.
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.
7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.
8.	**Applicant Information**: Enter the following in accordance with agency instructions:
	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.
	b. Employer/Taxpayer Number (EIN/TIN): (Required):
10.	**Name Of Federal Agency**: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.
11.	**Catalog Of Federal Domestic Assistance Number/Title:** Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
12.	**Funding Opportunity Number/Title:** (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.
13.	**Competition Identification Number/Title:** Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.
14.	**Areas Affected By Project:** List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	**Descriptive Title of Applicant's Project:** (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	**Congressional Districts Of**: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.

	Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444. **c. Organizational DUNS**: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US). **e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions. A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

INSTRUCTIONS FOR
DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

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

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

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

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

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

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

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

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

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

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

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

<u>DEFINITIONS FOR</u>
<u>DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424</u>

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

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

B. Exemptions.

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

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

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

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

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

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

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Identify the status of the covered Federal action.

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

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

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

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

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

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

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

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

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

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

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

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

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.

5. Self-explanatory.

6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.

7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

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

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

FORMS (found on Grants.gov)

OMB Number: 1840-0785
Expiration Date: 06/30/09

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM

ED FIPSE Project Title Form

Program_____________

Consortium Members - - U.S. Partners:

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners:

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners:

Lead:

Partner:

Project Title:

Abstract of Proposal:

Select project format:	**Federal Funds Requested:**
o Four-year consortia project o Two-year consortia project	Year 1: ____________________ Year 2: ____________________ Year 3: ____________________ Year 4: ____________________ Total: ____________________

OMB Control Number: 1840 -0785
Expiration Date: 06/30/09

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM

ED FIPSE Budget Summary Form

U.S. Department of Education Budget Summary

1. Program _______________ | 2. Select One: Lead (fiscal agent) Partner

3. Name of Institution/Organization:

Project Costs Requested from FIPSE:

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Total (e)
4. Personnel (salary & wages)					
5. Fringe Benefits (employee benefits)					
6. Travel					
7. Equipment (purchase)					
8. Supplies (and materials)					
9. Contractual (enter partner totals here)					
10. Other (equipment rental, printing, etc.)					
11. Total Direct Costs (lines 4-10)					
12. Indirect Costs* (8% of line 11)					
13. Mobility Stipends					
14. Language Stipends					
15. Subtotal of Stipends (lines 13+14)					
16. Total Requested from FIPSE (lines 11+12+15) (These figures should appear on the Title Form)					
Project Costs Not Requested from FIPSE:					
17. Lead Partner non-federal funds					
18. Subcontractor(s) non-federal funds					
Funds Requested by Foreign Partners:					
19a. Total Requested from Canada					
19b. Total Requested from Mexico					
19c. Total Requested from Brazil					
19d. Total Requested from Europe					

*Indirect Cost Information (To be completed by Your Business Office):
If you are requesting reimbursement for indirect costs on line 12, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the federal government? Yes No *(Radio Button)*

(2) If Yes, please provide the following information:
- o Period covered by the Indirect Cost Rate Agreement: From: mm/dd/yyyy To: mm/dd/yyyy
- o Approving federal agency: ED Other (please specify): __________________ *(Radio Button)*

(3) For Restricted Rate Programs (select one) - - Are you using a restricted indirect cost rate that:
Is included in your approved Indirect Cost Rate Agreement? Or, Complies with 34 CFR 76.564(c)(2)? *(Radio Button)*

OMB Control Number:1840 -0785
Expiration Date: 06/30/09

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM

ED FIPSE Consortium Partners Identification Form

Program _______________

Select Country _______________

Lead Partner:

Name: Prefix: [ ] First Name: [ ] Middle Name: [ ] Last Name: [ ] Suffix: [ ]

Name of Institution/Organization: [ ]

Department: [ ]

Complete Address: Street Name1: [ ] Street Name2: [ ]

City: [ ] State/Province: [ ] Zip/Postal Code: [ ] Country: [ ]

Phone Number: [ ]

Fax Number: [ ]

E-mail Address: [ ]

Partner Two:

Name: Prefix: [ ] First Name: [ ] Middle Name: [ ] Last Name: [ ] Suffix: [ ]

Name of Institution/Organization: [ ]

Department: [ ]

Complete Address: Street Name1: [ ] Street Name2: [ ]

City: [ ] State/Province: [ ] Zip/Postal Code: [ ] Country: [ ]

Phone Number: [ ]

Fax Number: [ ]

E-mail Address: [ ]

Partner Three:

Name: Prefix: [ ] First Name: [ ] Middle Name: [ ] Last Name: [ ] Suffix: [ ]

Name of Institution/Organization: [ ]

Department: [ ]

Complete Address: Street Name1: [ ] Street Name2: [ ]

City: [ ] State/Province: [ ] Zip/Postal Code: [ ] Country: [ ]

Phone Number: [ ]

Fax Number: [ ]

E-mail Address: [ ]

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:
- ☐ Preapplication
- ☐ Application
- ☐ Changed/Corrected Application

*2. Type of Application
- ☐ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

____

3. Date Received: 4. Applicant Identifier:

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

State Use Only:

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

8. APPLICANT INFORMATION:

*a. Legal Name:

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

d. Address:

*Street 1: ______________________
Street 2: ______________________
*City: ______________________
County: ______________________
*State: ______________________
Province: ______________________
*Country: ______________________
*Zip / Postal Code ______________________

e. Organizational Unit:

Department Name: Division Name:

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

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

Title:

Organizational Affiliation:

*Telephone Number: Fax Number:

*Email:

Application for Federal Assistance SF-424 Version 02

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

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11. Catalog of Federal Domestic Assistance Number:

____

CFDA Title:

____

***12 Funding Opportunity Number**:

____

*Title:

____

13. Competition Identification Number:

____

Title:

____

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

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

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

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

17. Proposed Project:

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

18. Estimated Funding ($):

*a. Federal ____________________

*b. Applicant ____________________

*c. State ____________________

*d. Local ____________________

*e. Other ____________________

*f. Program Income ____________________

*g. TOTAL ____________________

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

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

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

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

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

☐ Yes ☐ No

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

☐ ** I AGREE

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

Authorized Representative:

Prefix: ______________________ *First Name: __________________________

Middle Name: ______________________

*Last Name: ______________________

Suffix: ______________________

*Title:

*Telephone Number: Fax Number:

* Email:

*Signature of Authorized Representative: *Date Signed:

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Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Application for Federal Assistance SF-424
Version 02

***Applicant Federal Debt Delinquency Explanation**

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

SUPPLEMENTAL INFORMATION REQUIRED FOR DEPARTMENT OF EDUCATION

1. Project Director:

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

Address:

* Street1:

Street2:

* City:

County:

* State * Zip Code: * Country:

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

Email Address:

2. Applicant Experience:

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

3. Human Subjects Research:

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

☐ Yes ☐ No

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

☐ Yes Yes Provide Exemption(s) #:

☐ No No Provide Assurance #, if available:

Please attach an explanation Narrative:

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

<table>
<tr>
<td>1. Type of Federal Action:
a. contract
____ b. grant
c. cooperative agreement
d. loan
e. loan guarantee
f. loan insurance</td>
<td>2. Status of Federal Action:
a. bid/offer/application
_____ b. initial award
c. post-award</td>
<td>3. Report Type:
a. initial filing
_____ b. material change

For material change only:
Year _______ quarter _______
Date of last report___________</td>
</tr>
<tr>
<td colspan="2">4. Name and Address of Reporting Entity:
____ Prime _____ Sub-awardee
Tier______, if Known:

Congressional District, if known:</td>
<td>5. If Reporting Entity in No. 4 is Sub-awardee, Enter Name and Address of Prime:

Congressional District, if known:</td>
</tr>
<tr>
<td colspan="2">6. Federal Department/Agency:</td>
<td>7. Federal Program Name/Description:

CFDA Number, if applicable: __________________</td>
</tr>
<tr>
<td colspan="2">7. Federal Action Number, if known:</td>
<td>9. Award Amount, if known:

$</td>
</tr>
<tr>
<td colspan="2">10. a. Name and Address of Lobbying Registrant
(if individual, last name, first name, MI):</td>
<td>b. Individuals Performing Services (including address if different from No. 10a)
(last name, first name, MI):</td>
</tr>
<tr>
<td colspan="2">11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.</td>
<td>Signature: ___________________________________

Print Name: _____

Title: _____

Telephone No.: ____________ Date: _______</td>
</tr>
<tr>
<td colspan="2">Federal Use Only</td>
<td>Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)</td>
</tr>
</table>

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

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

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

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements.

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

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

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

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

Statement for Loan Guarantees and Loan Insurance.

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

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

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

Survey on Ensuring Equal Opportunity for Applicants

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

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

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

Applicant's (Organization) Name: ____

Applicant's DUNS Number: ____

Federal Program: ______________________________**CFDA Number:** ___________

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

☐ Yes ☐ No

2. Is the applicant a faith-based organization?

☐ Yes ☐ No

3. Is the applicant a secular organization?

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ ☐

Yes No

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

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

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

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