U.S. Department of Education
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, D.C. 20006-8521
www.ed.gov/programs/iegpsirs/index.html

FY 2009
APPLICATION FOR GRANTS
UNDER THE INTERNATIONAL RESEARCH AND STUDIES PROGRAM:
(03) INSTRUCTIONAL MATERIALS

CFDA Number: 84.017A

FORM APPROVED

OMB no. 1840-0795, Expiration Date: 08/31/2010

DATE MATERIAL – OPEN IMMEDDIATELY
CLOSING DATE: 04/23/2009

to your application. **This third confirmation by e-mail, with a PR/Award number assigned, is the e-mail that verifies that your application was submitted on time by the closing date. This may take several days.**

Information about the IRS program is accessible on the International Education Programs Service Web site at:

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

The Notice Inviting Applications for New Awards published in the <u>Federal Register</u> is the official document describing the requirements for submitting an IRS grant application. You should not rely upon any information that is inconsistent with the guidance contained in the official document. If you have any questions or require additional information, please contact Samuel Eisen at samuel.eisen@ed.gov or by phone at (202) 502-7522.

We encourage applicants to review the "Competition Highlights" found in the application package for an overview of important items. Please note that the Higher Education Opportunity Act of 2008 (HEOA) authorized three new activities for the Internanational Research and Studies program. A summary of these new activities is included in the "Competition Highlights".

Finally, I would like to share with you the importance of ensuring that your application includes a strong evaluation plan. The peer reviewers will be instructed to look closely at the each application's plan of evaluation. Applicants must clearly state their individual project goals and the performance indicators for the project. The evaluation plan should include clear information about the methodology that will be employed, the validity of that methodology, and the appropriate controls which will be included in the evaluation plan. The evaluation plan should also include a description of the strategies that will be utilized to ensure that the evaluation plan will be independent in nature and lead by an individual or entity other than the project director or material developers. The evaluation plan should follow the development of the project and provide benchmarks for the measurement of progress throughout the grant award period. The evaluation should also, where appropriate, attempt to link program outcomes to specific activities or materials. You should respond to all aspects of the question in the Technical Review Form of this application regarding the development of your evaluation activity.

I appreciate your interest in the International Research and Studies program and look forward to receiving your application.

Sincerely,

/Signed/
Vickie L. Schray
Acting Deputy Assistant Secretary
Higher Education Programs

Instructions for Project Narrative

Applicants will attach the project narrative to the **Project Narrative Attachment Form**.

Please note that the project narrative is limited to **30 pages**. This section includes the applicant's responses to the selection criteria specified in the <u>Notice</u> and in this package.

Formatting

A "page" is "8.5 x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double-space all text in the application, including titles and headings. All text in charts, tables, graphs, footnotes, quotations, references, and captions may be single-spaced. Applicants may use one of the following fonts: *Times New Roman, Courier, Courier New or Arial,* <u>only</u>. Applications submitted in any other font (including Times Roman and Arial Narrow) will not be accepted. Do not use anything smaller than a 12-point font.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, Competition Highlights, the <u>Federal Register</u> notice (Notice), and program statute for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the <u>Notice</u> and this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR Part 75, sections 75.209(a) and 75.210 of the Education Department General Administrative Regulations (EDGAR). Please see "Selection Criteria" in the <u>Federal Register</u> Notice.

To facilitate the review of the application, provide responses to the following selection criteria in the following order:

1. NEED FOR THE PROJECT (10 points)

a) Is there a need for the proposed material(s) in the educational area to be served?

b) Are the (i) language(s); (ii) region or country; or, (iii) the issues or studies, for the study of which the materials are to be developed, of sufficient priority for, and of, potential significance to the national interest to warrant support at this time?

2. POTENTIAL FOR THE USE OF MATERIALS IN PROGRAM TO OTHERS (5 points)

a) Will the proposed materials have a good potential for being utilized by appropriate educational programs in other institutions in the United States?

3. ACCOUNT OF RELATED MATERIALS (10 points)

a) Have all the existing, similar materials (for the study of the language(s), region or country, or issue in question) been cited and accounted?

b) Is there a critical commentary on the adequacy of such similar materials and is this commentary accurate?

c) Will the proposed material(s) duplicate other materials already in existence or already in progress?

4. LIKELIHOOD OF ACHIEVING RESULTS (10 points)

a) Are the objectives, which the proposed material(s) are to serve, clearly defined?

b) Are the outlined methods and procedures for preparing the material(s) practicable and can they be expected to produce the anticipated results?

c) Does the application reflect a sufficient degree of knowledge in the pertinent areas to assure a successful completion of the project (e.g., for language materials: modern language pedagogy, modern linguistics theory; for area studies and related materials history, political and social structure, economics, etc.)?

5. EXPECTED CONTRIBUTION TO OTHER PROGRAMS (5 points)

a) Will the proposed materials contribute significantly to strengthening, expanding, or improving instructional programs concerned with the language(s), area(s), or international studies in the United States?

6. PLAN OF OPERATION (10 points)

a) Does the design of the project show high quality?

b) Is the plan of management effective? Will it ensure proper and effective administration?

c) Is there a clear description of how the objectives of the project relate to the purpose of the Section 605 International Research and Studies program?

d) Is the way in which the applicant plans to use its resources and personnel to achieve the project objectives appropriate and adequate?

e) To what extent will the applicant provide equal access treatment for eligible members of racial and ethnic minorities, women, handicapped persons, and the elderly?

7. QUALITY OF PERSONNEL (5 points)

a) Is there evidence of professional competence to direct this project on the part of the project director or principal investigator?

b) Is there evidence of the qualifications of the other key personnel, if any, to participate in the project?

c) Is the amount of time that the key person(s) plan to commit to the project appropriate to the project's need?

d) To what extent does the applicant, as part of its non-discriminatory employment practices, encourage applications for employment from members of groups that have

been traditionally underrepresented, such as members of ethnic minorities, women, handicapped persons, and the elderly?

8. BUDGET AND COST EFFECTIVENESS (5 points)

a) Is the proposed budget adequate to support the proposed project activities?

b) Are the costs reasonable in relation to the anticipated product (or objectives) of the project?

9. EVALUATION PLAN (15 points)

a) Does the application include a plan for evaluating periodically the work accomplished under the project?

b) Is there a realistic time schedule for accomplishing the work?

10. ADEQUACY OF RESOURCES (5 points)

a) Does the applicant have adequate facilities to conduct the project?

b) Are the equipment and supplies which the applicant plans to use adequate?

11. DESCRIPTION OF FINAL FORMAT (5 points)

a) Are the contents and final form of the projected material(s) sufficiently well described?

12. PROVISIONS FOR PRETESTING AND REVISION (15 points)

a) Has sufficient provision been made for pre-testing the material(s) (with students and/or in the classroom) for possible revision before general dissemination or publication?

13. COMPETITIVE PREFERENCE PRIORITY 1 (additional 5 points)

The development of specialized instructional or assessment materials focused on any of the following seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog,

Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.