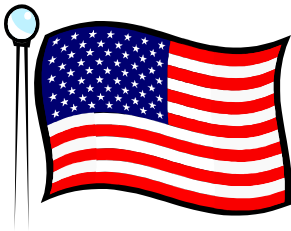# U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Fund for the Improvement of Postsecondary Education
Washington, DC 20006-8544

Fiscal Year 2008

Application for Grants Under the
U.S.-Brazil Higher Education Consortia Program

(CFDA NUMBER: 84.116M)

Forms Approved: OMB No. 1840-0761, Expiration Date: 10/30/2009 and OMB No. 1840-0785, Expiration Date: 06/30/2009

Closing Date: April 17, 2008

Table of Contents

Dear Applicant:

Thank you for your interest in applying for a grant under the U.S.-Brazil Higher Education Consortia Program of the Fund for the Improvement of Postsecondary Education (U.S.-Brazil Program). The U.S.-Brazil Program is administrated jointly by the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education, and the Fundação Coordenação de Aperfeiçoamento de Pessoal de Nível Superior (CAPES), Brazilian Ministry of Education.

Applicants from the United States and Brazil should work together to submit common proposals to FIPSE and CAPES respectively. Lead institutions in both countries must submit similar proposals to FIPSE and CAPES. **Applications must be submitted to FIPSE by April 17, 2008.**

Though FIPSE and CAPES have issued similar application materials and program guidelines, some important differences exist to reflect country-specific needs. Applicants from each country should use only the application materials and program guidelines issued by their government when completing the application packet.

However, it is important that the application for funding to both FIPSE and CAPES be as similar as possible in order to facilitate a comparable evaluation from both sides. The lead partners from both countries should agree with the two parallel applications.

The U.S.-Brazil Program is designed to assist colleges and universities in the United States and Brazil in giving students a U.S.-Brazil perspective to education and training in a wide range of subject areas. The ultimate intent of the Program is to assist with the strengthening of ties between the United States and Brazil. The governments of the United States and Brazil have 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.

This program is based on objectives outlined in a 1997 Memorandum of Understanding (MOU) on Education between the United States and Brazil. The MOU laid out a plan to "enhance and expand cooperative efforts in education" by attempting to "identify new areas for joint activities in the field of education wherever they deem appropriate and to strengthen or expand existing programs."

One of the key activities outlined in the Memorandum of Understanding was "diversifying educational exchanges between the United States and Brazil," which involved "establishing an exchange program for United States and Brazilian students majoring in mutually agreed upon academic areas…to spend up to one calendar year in the respective countries attending classes and interning in firms related to their areas of study."

Related to this activity was the objective to establish "methods for enhancing institutional linkages between the United States and Brazilian universities and other educational institutions to enhance the mobility of faculty and students and promote mutual recognition of credits and studies."

While the U.S.-Brazil Higher Education Consortia Program addresses all of these important activities in these guidelines, it is important to remember that the purpose of this grant program is to promote more than student exchange. Throughout these guidelines, you will see that FIPSE and CAPES also emphasize the importance of curriculum development as well as of language and cultural preparation as key factors in promoting student mobility. *Students should be exchanged in the context of a common program of study or curriculum and should draw benefits from the added value of spending time abroad.* The time abroad should count for their study within their academic major at their home institution and should not significantly increase their time to degree completion.

This letter highlights a few items in the fiscal year (FY) 2008 instructions document that will be important to applicants in the United States in applying for grants under the U.S.-Brazil Program. *You should review the entire application package carefully before preparing and submitting your application.* Information on the U.S.-Brazil Higher Education 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 2008 grants under the U.S.-Brazil Program be submitted electronically using Grants.gov. *You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included in the application package. 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. These forms are listed in the Application Checklist.

Please read the documents in this package, which provide important information concerning electronic submission. 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 one of the exceptions 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.

Sincerely,

/signed/
Ralph Hines
Acting Director, Fund for the Improvement of
Postsecondary Education (FIPSE)

Program Description and Guidelines
for U.S.-Brazil Higher Education Consortia Program

Two Categories of Awards

The U.S.-Brazil Higher Education Consortia Program awards two types of grants: 1) Four-Year Consortia Projects and 2) Short-Term Complementary Activities Projects (up to two years of funding). Each country will provide support only for participating institutions within its borders. We anticipate that fiscal year 2008 projects will begin as early as September 1, 2008, but no later than October 1, 2008. We estimate that FIPSE will make about 10 new four-year consortia grants and about 2 short-term complementary activities grants. The numbers of grants made in each category may change based on the quality of the applicant pool in both categories. Total grant amounts for each U.S. consortium for four-year consortia grants will likely be about $220,000 for the four-year period. The total amount for the U.S. consortium for short-term complementary grants will be about $50,000 for up to two years of funding. CAPES will match these amounts on the Brazilian side.

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

This program is based on objectives outlined in a 1997 Memorandum of Understanding (MOU) on Education between the United States and Brazil. The MOU laid out a plan to "enhance and expand cooperative efforts in education" by attempting to "identify new areas for joint activities in the field of education wherever they deem appropriate and to strengthen or expand existing programs."

One of the key activities outlined in the Memorandum of Understanding was "diversifying educational exchanges between the United States and Brazil," which involved "establishing an exchange program for United States and Brazilian students majoring in mutually agreed upon academic areas…to spend up to one calendar year in [the] respective countries attending classes and interning in firms related to their areas of study."

Related to this activity was the objective to establish "methods for enhancing institutional linkages between the United States and Brazilian universities and other educational institutions to enhance the mobility of faculty and students and promote mutual recognition of credits and studies."

While the U.S.-Brazil Higher Education Consortia Program addresses all of these important activities in these guidelines, it is important to remember that the purpose of this grant program is to promote more than student exchange. Throughout these guidelines, you will see that FIPSE and CAPES also emphasize the importance of curriculum development as well as of language and cultural preparation as key factors in promoting student mobility. Students should be exchanged in the context of a common program of study or curriculum and should draw benefits

from the added value of spending time abroad. The time abroad should count for their study within their academic major at their home institution and should not significantly increase their time to degree completion.

Objectives of the Program

The U.S.-Brazil Program aims to improve the quality of students in undergraduate and graduate education in both countries and to explore ways to prepare students for work through the:

- Development of sustainable agreements on mutual recognition and portability of academic credits among U.S. and Brazilian institutions;
- Development of sustainable shared curricula among U.S. and Brazilian institutions;
- Acquisition of the languages and exposure to the cultures of the United States and Brazil;
- Development of student internships or other work related experiences; and
- Development of sustained cooperation and exchange among academic personnel at U.S. and Brazilian institutions.

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

Though FIPSE and CAPES have issued similar application materials and program guidelines, some important differences exist to reflect country-specific needs. **Applicants from each country should use only the application materials and program guidelines issued by their government when completing the application packet.**

However, it is important that the application for funding to both FIPSE and CAPES be as similar as possible in order to facilitate a comparable evaluation from both sides. The lead partners from both countries should sign the two parallel applications.

For both the short-term complementary activities and the four-year consortia partnership competitions, your consortium must involve at least *two* active partner postsecondary or training institutions and an optional third associate partner from each country. Partnerships among institutions in different states in the United States and Brazil are preferred.

We encourage you to add a third partner from other relevant organizations (e.g., industry, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) that will help give your project the national and international visibility necessary for it to succeed beyond the funding period. Some of these organizations may collaborate to offer internships. Others may offer professional advice and expertise. Please note, however, that funding in each consortium is intended only for U.S. or Brazilian host institutions in which students are enrolled.

We recommend 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 and that the non-academic partners show strong support for the idea and the plan that you submit to us.

Your consortia should nominate one lead institution from the United States and one from Brazil. In the case of Brazil, the lead applicant must be a public institution. The members of your consortium must jointly prepare a common proposal. The lead institution in each country must submit a separate proposal to its respective government agency. Though guidelines published by both governments are essentially the same, you should make sure that each lead institution refers to its respective government's guidelines because different country-specific needs and requirements apply.

For the four-year consortia projects, we encourage you to create new consortia based on new or existing partnerships. Two-year complementary projects should be based on solid evidence of existing partnerships. You should include descriptions of all project staff that will be involved. In addition to the description of the project director at each institution, it is important that you clearly indicate the distinct contribution of each partner institution to the joint project.

FIPSE and CAPES give a high priority to ensuring the broadest possible participation in the U.S.-Brazil Program. Given the relatively small number of projects that can be funded, individual departments, academic programs, or professional programs should not apply to participate in more than one consortium in any given competition.

Your project should draw upon and complement the international mission and staff expertise of each of the member institutions of the consortium. For the four-year consortia projects, your project should be clearly student-centered. When designing a project, you should always keep in mind the potential academic and professional impact that this project will have on students from both countries.

Project Focus

The U.S.-Brazil Program is open to all disciplinary and professional fields and vocational programs, as well as cross-disciplinary studies, both at graduate and undergraduate levels. FIPSE and CAPES place priority on projects that focus on providing solutions and insights to problems and issues of national significance to both countries.

FIPSE and CAPES are particularly interested in supporting two areas of priorities focusing on improving U.S. and Brazilian higher education: 1) the expansion of access to higher education and the increase of student transfer between vocational training and higher education; 2) the improvement of teacher education in mathematics and science in the United States and Brazil.

For all projects, it is important in your justification of your project that you explain the added value to your field or profession of developing a U.S.-Brazil approach. For example, if your project focuses on areas such as environmental sciences and sustainable development, social sciences, public health, or human resource development, you should explain the relevance of

your project idea in a U.S.-Brazilian context and how this idea will build better cooperation between the two countries.

Institutional Commitment

Institutional commitment is a key indicator of success of a U.S.-Brazil Project. Institutional commitment is indicated by strong letters of support as well as through institutional contribution of funds to the project. Each partner institution must 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 (director of international affairs, registrar, academic dean, and/or department head). These letters must indicate how the project fits within the international strategy of the institution and should emphasize how this project will complement that strategy. Endorsement letters must 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, student tuition and fees. In addition, institutions should clearly indicate in the budget how these projects will be sustained after the award period. Original letters should be sent from the lead institution to its government agency. Copies of letters from all institutions should be included in the applications to both funding agencies. Letters may be in English or Portuguese.

Letters of support are very important to your project. In the case of four-year consortia projects, during the first-year preparatory phase of the project, you will be asked to build upon the commitment stated in the support letters through the development of explicit Memoranda of Understanding.

Four-Year Consortia Projects

The first grant category in the U.S.-Brazil Program is the Four-Year Consortia Projects.   FIPSE and CAPES have funded this grant category since 2001.

The four-year Consortia grants are broken up into two major parts. The first part is the one-year preparatory phase that allows grantees to formalize consortia agreements on issues such as credit recognition and/or transfer among institutions; fees and tuition arrangements; language requirements; and student visa requirements. This also allows grantees time to begin curricular development as well as establish an administrative infrastructure before their consortia begins to send students abroad. The second phase begins after successful completion of the preparatory phase and an evaluation by FIPSE and CAPES to see whether all requirements have been met. The second phase lasts three years and centers on student mobility, language learning, and curricular development.   Experience in other international programs has demonstrated that consortia that have addressed important administrative issues in advance are more likely to develop solid projects. For this reason, FIPSE and CAPES have made funding after the preparatory phase contingent upon a consortium's satisfactory progress in these areas.

Successful four-year consortia projects clearly integrate curriculum development and student mobility in a meaningful way. Your project needs to focus on its own innovative "U.S.-Brazilian" approach to training and education. The activities should aim not only to send students abroad but also to integrate a new perspective into what students learn and how they learn.

While you design the 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, if not 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:

1) Development of innovative curricula, teaching materials, and modules.

Your proposal should identify a particular academic or professional field of study on which your consortium will focus for international collaboration. Your proposal should address an important curricular problem or need within this field and describe a particular U.S.-Brazilian strategy to add value to this field of study. For example, 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, 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, new courses that are to be developed by the consortium, or both. 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 that you plan to organize, including the establishment of intensive programs,

the organization of faculty exchanges, the development of teaching materials, the use of new technologies, and the integration of distance learning.

2) Development of organizational frameworks for student mobility.

You should address student mobility in detail. You should discuss what value your project adds to your particular field of study through a bilateral approach and how you believe students will benefit academically and professionally from such a perspective.

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; second-year master of business students at a research university). You should also state the number of students who will benefit from the 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.

Student mobility for purposes of graduate training must be framed within the curricular focus of your consortium (see above). This means that you should explain how graduate student training relates to topics and issues around which your U.S.-Brazilian collaboration is centered. Explain how the proposed training activities add to the overall goals of your consortium. Please note that mobility stipends are not intended to support individual student research activities.

Student Mobility Numbers and Duration

You must indicate how many students you intend to send to Brazil and how many you intend to receive in the United States.

On average, you should plan for **each partner institution** to move no fewer than eight (8) students over the life of the project. A project with four institutions, for example, should accommodate a minimum of 16 students from the United States and 16 students from Brazil. Proposals moving a greater number of students will be considered more competitive; however, projects should be realistic in how they plan to deal with larger numbers of students.

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

Student Recruitment

A major factor contributing to the success of consortia is a good plan for student recruitment. Please describe how your project will actively recruit students for participation in this project. You should send only advanced undergraduate students at community colleges or four-year colleges, or graduate students in their second or third years. Because language learning is a key component of this program, start students thinking about the program early and help guide them 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, gender, and socio-economic status.

Academic Credit Recognition

In order to assure that students do not increase their time to degree completion, 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 so that their study abroad will be fully credited upon their return and how student academic work will be evaluated from one consortia 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 (see "Preparatory Phase" below).

The home (sending) and host (receiving) institutions and the individual student must agree in writing to the content of the study program before the student's departure. The agreement 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.

Fees

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

Student Stipends

Student stipends are divided into two categories: Mobility stipends and language stipends.

Mobility stipends are intended to offset additional costs incurred by students traveling abroad in addition to the costs of remaining at the home institution. Legitimate costs include travel and room and board expenses. Stipends must not be used for tuition or fees (see above).   The amount of money allotted a student for study abroad should reflect

the additional cost incurred. Students who study for shorter periods or in less expensive places should receive less money than students who study for longer periods of time or in more expensive places. The total amount of Federal mobility stipend money allotted to any one U.S. student may not exceed $4,000. Please note that student mobility money is intended for foreign study only. This means that stipends may not be used to move students to other institutions in their home countries.

Language stipends are intended to help U.S. students learn the Portuguese language for purposes of their study in Brazil. The total amount of Federal funds allotted a student (up to $1,000 per student) may be used for language stipends for U.S. students to learn Portuguese in the United States or in Brazil. The total student request (mobility and language stipend) should range between $80,000 and $90,000 of the total $220,000 for the life of the grant. Mobility requests should be accompanied by clear descriptions of the purpose of student mobility, planned student recruitment, and examples of student activities. *Language stipends may be budgeted for all four years. Student mobility funds should not be budgeted in the first year of the grant, which is a preparatory year.*

Student Support and Services

You should discuss what student services you will provide to help students participate in these new programs at both the home and the host institutions in both 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 the reception and orientation activities at receiving institutions. You should also identify how returning students will be reintegrated into their home institutions following their international study experiences.

3) Development of adequate language preparation and assessment.

Because 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. You should explain in detail how students will gain language proficiency adequate enough to participate successfully in studies at the host institution. Discuss what level of language proficiency you are targeting and why.

Please describe what institutional and other resources will be used to prepare students or guest students to study within the framework of the program. An example might be how your foreign language departments will play a role in training departing students in Portuguese even if they do not have a Portuguese language program. You should also discuss how you will assess if students are ready for instruction in a language other than their own. Discuss how you will ensure that students visiting Brazilian institutions will have adequate Portuguese instruction on site. Likewise, you should discuss how the U.S. host institution helps incoming students with the improvement of English skills if they need it.

Please note that consortia that propose to offer courses or seminars only in English will not be considered competitive. Language proficiency in both English and Portuguese is key to a student's integration in the academic culture of the host institution.

4) Development, where appropriate, of internships or work placements.

If your project involves work experience, you should address how you will establish and organize student internship opportunities or work placements in one or both of the partner countries. This includes how long the internship 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 internship placements and activities. Please include names and locations of participating industry, governmental and non-governmental organizations in which you intend to place your students. You should also describe how students will build upon this experience upon their return and after their graduation.

5) Strategies for professional certification, licensure, and/or accreditation.

If your project focuses on professional education, you should discuss how your project will work with private, state, and national professional associations, and with accrediting organizations to develop means for international quality assurance and certification.

6) Use of new Web-based and other computer-based technologies.

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

7) 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 and your consortium 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. We recommend that your consortium plan to engage an external evaluator that will evaluate the project at the consortia level, rather than just at your lead institution. You should list the name of an external evaluator who will help you and your U.S. and Brazilian partners with project evaluation. We suggest that you request funds in your budget to support project evaluation throughout the life of your project.

8) Preparatory Phase: First Year of Project.

Successful consortia projects are built upon strong inter-institutional agreements that are confirmed by signed memoranda of understanding among institutional partners. For this reason, FIPSE and CAPES support an initial year of funding to allow grantees to complete administrative planning and cooperative bilateral 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; and
- Evaluation report for the first year.

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 bilateral consortium will be required to submit to the two 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 receive 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.

Short-Term Complementary Activities

The second grant category supported by FIPSE and CAPES is short-term complementary activities grants.

Purpose and Objectives of the Complementary Activities

The purpose of this grant category is to support activities that complement existing partnerships between or among U.S. and Brazilian colleges and universities.   The objectives of these activities will be to support the extension of projects through: 1) outreach to local or regional communities in both countries; 2) scale-up of current activities to include additional partners and organizations; or 3) the dissemination of project results.

Proposed activities may add to work at groups of institutions currently funded by the U.S Brazil Program or add to established partnerships not previously supported under the U.S. Brazil Program. The proposed complementary activities must be based on solid evidence of an existing relationship between and among institutions of higher education in the United States and Brazil. Institutions proposing to develop new relationships between U.S. and Brazilian institutions should consider applying for the four-year consortia grants.

Applicants should be explicit in the application about how the project helps build relationships between and among colleges and universities in both countries and relevant community organizations, local and state government, non-governmental organizations, and private sector enterprises.

Selection of Projects

Proposals for complementary activities must include a narrative of no more than 10 pages (single spaced) or 20 pages (double spaced) with a font size of 12 that includes a plan of action, a timeline for project activities, an evaluation plan, and a plan for disseminating project results. Competitive proposals are those providing a plan for a high level of impact for the future of U.S.-Brazil cooperation in higher education.

Competitive proposals for the complementary activities should focus on the following four components:

1. Significance of the proposed project to the United States and Brazil.
    Describe how your project is important to both the United States and Brazil. You may choose projects that focus on single or multidisciplinary approaches to issues of high importance to both countries (e.g., social science, education and public policy, engineering and technology, agricultural and veterinary sciences, and environmental sciences and management, and biological and health sciences).   Explain how this project will enhance understanding about key issues and concerns beyond the college and university communities in the United States and Brazil.

2. Description of the complementary activity.
    Describe in detail the nature and purpose of your proposed idea. This should include a rationale for a U.S.-Brazil approach as well as a discussion of the activities to be conducted, the personnel who will execute these activities, and the intended results of these activities. Explain how this project will increase knowledge within a particular discipline or a group of disciplines. Finally, provide a clear description of how this project will involve students, including how the project will measure student success. Activities should involve extension of the college or university activities to the broader

community through any of the following: 1) service learning; 2) community service; 3) internships/externships; 4) organized faculty/student volunteerism; and 4) evaluation and dissemination.

3. Description of the partnership.
   As mentioned above, complementary activities are intended for well-established partnerships of institutions between the United States and Brazil. (Those institutions seeking to establish new partnerships should apply for a four-year consortia grant.) In your application, please describe the existing relationship among the partner institutions in the United States and Brazil. You will need to describe the role of the lead institutions in the United States and Brazil and how these institutions will work with the partner institutions. Please provide a discussion of how the proposed activity builds upon a well-established partnership between U.S. and Brazilian institutions

4. 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 and your consortium 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. We recommend that your consortium plan to engage an external evaluator that will evaluate the project at the consortia level, rather than just at your lead institution. You should list the name of an external evaluator who will help you and your U.S. and Brazilian partners with project evaluation. We suggest that you request funds in your budget to support project evaluation throughout the life of your project.

5. Description of activities and timeline
   Describe what you and your partners expect to accomplish on a one- or two-year schedule. What skills and resources will each partner contribute to the project? How will the resources requested from FIPSE and CAPES complement current projects to increase knowledge about issues important to the United States and Brazil?

Financial Considerations

Awards for the four-year consortia projects will provide four years of funding, including a first-year preparatory phase. Grants for the short-term complementary activities will provide up to two years of funding. Each country will provide support only for participating institutions within its borders. Awards are intended to provide seed funding for conducting joint innovative projects that 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 approximately 12 grants which support the participation of U.S. institutions and students in consortia. Brazil will provide financial support for its institutions and students.

Total Financial Support for U.S. institutions

For U.S. institutions participating in the four-year consortia projects, total financial support per consortium for the life of the project is anticipated to be about $220,000. First-year budgets for four-year consortia projects must be limited to $30,000 for all U.S. partners. For U.S. institutions participating in the short-term complementary activities projects, total financial support for each consortium is anticipated to be about $25,000 per year or a total of about $50,000.

Awards and Institutional Commitment

FIPSE and CAPES will award funding to successful consortia via the lead partner, which will serve as the grantee and fiscal agent 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 partner institutions should make a substantial contribution to the project as evidence of their commitment to its objectives.

Annual Project Directors' Meeting

An important part of the U.S.-Brazil Higher Education Consortia Program is the Annual Project Directors' Meeting, which takes place in alternating years in each country. The Annual Project Directors' Meeting is held over a period of about three days. The participation of all partners in your consortium at these meetings is essential because it provides the only opportunity for your consortium and both government-funding agencies to meet together. This meeting is intended for individual members of consortia to share ideas on what works. It is also intended as a forum for discussion to help guide the two funding agencies to make important decisions on how best to coordinate this program. Consortia are also given ample time during the annual meeting to meet as a group by themselves as well as with their government program officers from both countries. Please make sure that your budget includes funding to support adequate participation in these meetings. We anticipate that the project directors' meeting will be held in Brazil in the fall of 2008.

Annual and Final Performance Reports

FIPSE and CAPES will carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication between them. Project leaders from both countries 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, and a detailed plan for the following year. U.S. lead institutions will receive instructions from FIPSE on how to

complete the annual report forms on-line. It is expected that the lead institution in each country will maintain information and data from all participating institutions so that a consortium will be able to submit essentially the same report to both government agencies. Final reports will be due 90 days after the completion of the grant.

IMPORTANT – PLEASE READ FIRST
U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

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.

ATTENTION – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Attaching Files – Additional Tips

As described above applicants should not upload a Word 2007 (.docx) file when attaching narrative files to their application. In addition, please ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Finally, when attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names be less than 50 characters.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business 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 Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

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, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

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 of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application 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: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on why an application may be rejected, you can review Application Error Tips http://www.grants.gov/section910/ApplicationErrorTips.pdf. 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/applicants/applicant_help.jsp.

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

If electronic submission is required, you must submit an electronic application before 4:30 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 logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

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. (See the Federal Register notice for detailed instructions.)

MAC Users

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/help/download_software.jsp - pureedge. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/contactus/contactus.jsp) for more information. If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, 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. (See 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 84.116M)**
> **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 # (84.116M)
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 – 84.116M
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 Awards

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education (FIPSE)--

Special Focus Competition: U.S. – Brazil Higher Education

Consortia Program

Notice inviting applications for new awards for fiscal year (FY)

2008.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116M.

Dates:

 Applications Available: [INSERT DATE OF PUBLICATION IN THE

FEDERAL REGISTER].

Deadline for Transmittal of Applications: April 17, 2008.

Deadline for Intergovernmental Review: June 16, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The purpose of this program is to provide

grants or enter into cooperative agreements to improve

postsecondary education opportunities by focusing on problem

areas in postsecondary education, or approaches to improve

postsecondary education.

Priority: Under this competition, we are particularly interested in applications that address the following priority.

Invitational Priority: For FY 2008, 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:

This priority encourages proposals designed to support the formation of educational consortia of United States (U.S.) and Brazilian institutions to support cooperation in the coordination of curricula, the exchange of students, and the opening of educational opportunities between the U.S. and Brazil. The invitational priority is issued in cooperation with Brazil. These awards support only the participation of U.S. institutions and students in these consortia. Brazilian institutions participating in any consortium proposal responding to the invitational priority may apply to the Coordination of Improvement of Personnel of Superior Level (CAPES), Brazilian Ministry of Education, for additional funding under a separate but parallel Brazilian competition.

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, 81, 82, 84, 85, 86, 97, 98, and 99.

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $350,000.

Estimated Range of Awards: $25,000 – $30,000 for the first year. $220,000 for the four-year duration of the grant.

Estimated Average Size of Awards: $220,000 for the four-year duration of the grant. $50,000 for the two-year complementary grants.

Note: Two-year complementary grants support activities that complement partnerships between or among U.S. and Brazilian colleges and universities. The objectives of these activities (which may receive up to two years of funding) support the extension of projects. These objectives are-- 1) outreach to local or regional communities in both countries; 2) scale-up of current activities to include additional partners and organizations; and 3) the dissemination of project results. Proposed activities may be conducted by groups of institutions currently funded by the U.S. – Brazil Program or established partnerships not previously supported under the U.S. – Brazil Program.

Maximum Award: We will reject any application that proposes a budget exceeding $80,000 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: 12.

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

Project Period: Up to 24 months for two-year complementary grants. Up to 48 months for four-year grants.

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 require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: Sarah T. Beaton, Fund for the Improvement of Postsecondary Education, U.S. Department of Education, 1990 K Street, NW., room 6154, Washington, DC 20006-8544. Telephone: (202) 502-7621.

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

Individuals with disabilities can obtain a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) by contacting the person or team listed under Alternative Format in section VIII of this notice.

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 competition.

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 the application narrative (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, references, 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).

• Use one of the following fonts: Times New Roman,

Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

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, the page limit does apply to all of the application narrative section. 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 if you apply other standards and exceed the equivalent of the page limit.

3. <u>Submission Dates and Times</u>:

Applications Available: [INSERT DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: April 17, 2008.

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 in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 6. <u>Other Submission Requirements</u> in this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII in this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: June 16, 2008.

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section in this notice.

6. Other Submission Requirements: 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 U.S. – Brazil Higher Education Consortia Program, CFDA Number 84.116M, must be submitted electronically using the Governmentwide 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 <u>and</u> 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 <u>Exception to Electronic Submission Requirement</u>.

You may access the electronic grant application for the U.S. – Brazil Higher Education Consortia Program at http://www.Grants.gov You must search for the downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.326, not 84.326A).

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.grants.gov/applicants/get_registered.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/section910/Grants.govRegistrationBrochure.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 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 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, toll free, 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 under For Further Information Contact in section VII in this notice 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;

• 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: Sarah T. Beaton, 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
Attention: (CFDA Number 84.116M)
400 Maryland Avenue, SW.
Washington, DC 20202-4260

or

By mail through a commercial carrier:

U.S. Department of Education
Application Control Center, Stop 4260
Attention: (CFDA Number 84.116M)
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 84.116M)
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 this competition are from 34 CFR 75.210 of EDGAR and are listed in the application package.

2. Review and Selection Process: An additional factor we consider in selecting an application for an award is whether the application demonstrates a bilateral, innovative U.S. – Brazilian 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 notify you informally, also.

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 in this notice.

We reference the regulations outlining the terms and
conditions of an award in the Applicable Regulations section in
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 directed by the Secretary under 34
CFR 75.118. The Secretary may also require more frequent
performance reports under 34 CFR 75.720(c). For specific
requirements on reporting, please go to
http://www.ed.gov/fund/grant/apply/appforms/appforms.html

4. Performance Measures: Under the Government Performance
and Results Act (GPRA), the following measures will be used by
the Department in assessing the performance of the program:

(1) the percentage of FIPSE grantees reporting project dissemination
to others ; and

(2) the percentage of FIPSE projects reporting institutionalization on their home campuses.

If funded, you will be asked to collect and report data in your project's annual performance report (EDGAR, 34 CFR 75.590) on steps taken toward these goals. Consequently, applicants are advised to include these two indicators in conceptualizing the design, implementation and evaluation of the proposed project. Consideration of the two performance indicators is an important part of many of the review criteria. Thus, it is important to the success of your application that you include these indicators. Their measurement should be a part of the project evaluation plan, along with measures of your progress on the goals and objectives specific to your project.

VII. Agency Contact

For Further Information Contact: Sarah T. Beaton, Fund for the Improvement of Postsecondary Education, U.S. - Brazil Higher Education Consortia Program, 1990 K Street, NW., room 6154, Washington, DC 20006-8544. Telephone: (202) 502-7621.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an

alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

Electronic Access to This Document: You can 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:

                        _____
                        Diane Auer Jones,
                        Assistant Secretary for
                        Postsecondary Education.

Authorizing Legislation

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 form included in the U.S.-Brazil 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.

Instructions for Completing the U.S.-Brazil Application Package

This application package consists of standard forms, attachments, and forms that are specific to the U.S.-Brazil 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.

Note: Please do not attach any narratives, supporting files, or application components to the SF 424. Although this form accepts attachments, the Department of Education will only review materials/files attached to the attachment forms listed below.

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

Note: All attachments must be in .DOC, .RTF, or PDF format. Other types of files will not be accepted.

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"

Part V: **Assurances, Certifications, and Survey Forms**
GEPA Section 427 Requirement
Certification Regarding Lobbying Form (formerly ED Form 80-0013)
Survey Instructions on Ensuring Equal Opportunity for Applicants
Disclosure of Lobbying Activities (SF-LLL)
Assurances – Non-Construction Programs (SF 424B)

Instructions for Attachments and ED FIPSE Program Specific Forms

Applicants are reminded that each of the three institutions comprising a prospective U.S.-Brazil consortium should prepare a common proposal that contains sufficient information and details to allow the evaluators in the United States and Brazil to judge the capacity of the consortium to meet the objectives of the U.S.-Brazil Program. You and your Brazilian lead partner should submit (respectively) to FIPSE and CAPES 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. and Brazilian consortium institutions.
- Number of U.S. and Brazilian students targeted for study abroad.
- Length of study abroad time.
- Number of planned bilateral 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 Brazilian and U.S. consortium members. Where applicable, the narrative must indicate the level of financial support from other public and private sources.

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 U.S.-Brazil 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 Brazil) after Lead
Enter the name of the Foreign Partner (for Brazil) after Partner
Leave the second Partner blank

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 or Two-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 U.S.-Brazil 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 all institutions in the consortium. 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 which institution is requesting the funding and how the salary request is being calculated.

4. Personnel (Salary & Wages): Enter annual amounts and totals for salaries and wages for all partners. The amount for salaries and benefits is best calculated after consideration of the required travel, evaluation, conference fee, and student and faculty travel stipends listed below.

5. Fringe Benefits (Employee Benefits): Enter annual mounts and totals for all partners.

6. Travel: Enter $10,000 each year to cover travel for all partner institutions for a total of $40,000. This is the required minimum but you may budget more. If your institution has a current negotiated indirect rate you may apply the 8% indirect cost to this travel line. There are two major categories of travel—1) the annual program meeting for all projects (fall 2008 in Brazil, fall 2009 in the United States) and 2) individual consortium meetings (in the United States or Brazil).   Travel funds for a second individual consortium meeting in the United States or Brazil 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 or Brazil).

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

8. Supplies (and materials): Enter annual amounts and totals for all partners.

9. Contractual (enter partner totals here): Enter only the annual amounts and four-year total for evaluation on this line. Enter $2000 for each of the four years for a total of $8000. This is the minimum required amount. With each annual performance report you will be required to submit an evaluation report. Do NOT enter any amount for partner institutions here.

10. Other (equipment rental, printing, etc.): Enter totals for all U.S. institutions. In 2009, the second year of the project and 2011, the fourth year of the project, enter $5000, in addition to any other amount you submit here. This $5000 amount is specifically reserved for registration and conference expenses for hosting the 2009 and 2011 U.S.-Brazil meeting in the United States. You will receive instructions from FIPSE on the disbursement of this fee. This amount may not be used for any other grant expenses.

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 U.S.-Brazil Program. The 8 percent training rate applies to all U.S. partners in the consortium. Indirect costs may be taken from travel, personnel, fringe benefits, supplies and other. The annual amounts of evaluation and the $5000 conference fee under other should be kept intact. If your institution does not have a negotiated rate, you should put all requested funds in the direct cost lines of the budget.

13. Mobility Stipends: Enter the number of students from all partners who will be studying abroad and the minimum stipend amount (minimum 8 students at $4000 each for the U.S. lead and the U.S. partner.) The minimum amount budgeted must be $64,000 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 8 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: Leave Blank.

19b. Total Requested from Mexico: Leave Blank.

19c. Total Requested from Brazil: Enter the dollar amount requested by Brazilian partners.

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 Brazil. 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 Brazilian partner.
9. Select "Next" at the top of the page
10. Enter all information for Partner Two (Brazilian 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 Brazilian partner under "Please Attach Attachment 1" 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 reads, "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. 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.

 (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.

Final Notes: U.S. and Brazil

These guidelines list key objectives, activities and types of partnerships that help build the strong inter-institutional collaboration necessary for building international consortia.

It is important that you and your U.S. and Brazilian partners read these guidelines carefully when developing your proposal. We strongly recommend that your Brazilian partners read the Brazilian version published by CAPES. Both the Portuguese and English version of these guidelines are available on the FIPSE website at <http://www.ed.gov/FIPSE> as well as on the CAPES website at <http://www.capes.gov.br>. One of the most common reasons that consortia do not receive funding is that their team of applicants failed to read carefully the information provided them before sending in an application.

Please note that successful international projects among institutions of higher education need involvement at all levels of the institutions. We suggest you introduce your idea early to your academic administration to ensure their cooperation in developing this program.

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"

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:	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.	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.
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)	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.
3.	**Date Received:** Leave this field blank. This date will be assigned by the Federal agency.	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.
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.	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.
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.		• 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.
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		

63

	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): 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. **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. **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.		• 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.
		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.
		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
		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**.**	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.)
	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)		

Instructions for the 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.

Definitions for Department of Education Supplemental Information for SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or 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.

Survey Instructions on Ensuring Equal Opportunity for Applicants

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

<div align="center">**Application Checklist**</div>

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
- Project Narrative Attachments Form:
    --- Attach Project Description
- Budget Narrative Attachment Form:
    --- Attach Budget Narrative
- ED FIPSE Project Title Form
- ED FIPSE Budget Summary Form
- ED FIPSE Consortium Partners Identification Form:
    --- Completed two (2) times
- Other Attachments Form:
    --- Personnel Information
    --- Planning Timetable
    --- Endorsement Letters
    --- Letters of Confirmation
- 424B
- Grants.gov Lobbying Form
- GEPA
- Survey Ensuring Equal Opportunity
- SF – LLL, Disclosure of Lobbying 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 **1840-0761**. 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. 1840-0761
Expiration Date: 10/30/2009