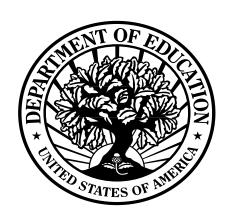U.S. DEPARTMENT OF EDUCATION
Office of Postsecondary Education
Fund for the Improvement of Postsecondary Education
Washington, DC 20006-8544

Fiscal Year 2008

Application for Grants Under the
United States-Russia Program: Improving Research and Educational
Activities in Higher Education

(CFDA NUMBER: 84.116S)

Forms Approved: OMB No. 1840-0790 Expiration Date: January 2011

Closing Date: August 22, 2008

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Dear Applicant Letter

Dear Applicant:

Thank you for your interest in applying for a grant under the United States-Russia Program: Improving Research and Educational Activities in Higher Education (U.S.-Russia Program). This is a grant competition administered jointly by the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education (the Department) and the Russian Ministry of Education and Science (Russian Federation).

The U.S.-Russia Program is designed to assist colleges and universities in the United States and Russia in giving faculty and students a U.S.-Russian perspective to education and training in a range of subject areas in the fields of engineering, economics, and the application of Information Technology (IT) for the teaching and learning of foreign languages. The program is aimed at developing joint courses, educational materials or methodologies that advance the study and teaching of the English and Russian languages in both countries. In all three discipline areas, the use of foreign language (English and Russian) should be an integral part of the Grant Proposal. It is expected that these programs, through promoting the study of and communication in foreign languages, will also increase awareness and understanding of the two cultures and strengthen the professional and scholarly ties between the two countries. This objective must remain central to Grant Proposals in all three disciplines listed above.

This program is based on objectives outlined in the 2006 Memorandum of Understanding (MOU) between the United States and Russia. The MOU laid out a plan focused on "expanding cooperation and developing partnerships among various types of educational institutions in the United States and Russian Federation." These partnerships should demonstrate the most innovative educational practices, which support the exchange of teachers, university faculty, students and young scholars. The ultimate intent of the Program is to assist with the strengthening of ties between the United States and Russia.

This letter highlights a few items in the FY 2008 instructions document that will be important to applicants in the United States in applying for grants under the U.S.-Russia Program. You should review the entire application package carefully before preparing and submitting your application.

The Russian Ministry of Education and Science has selected three Institutions of Higher Education (IHEs) in Russia to participate in this program. These are:

1. Engineering – Bauman Moscow State Technical University. POC: Gennadiy Petrovich Pavlikhin, Vice-Rector. Tel: 7-499-261-40-55, e-mail: irina@interd.bmstu.ru
2. Economics – State University of Higher Economics. POC: Boris Valeryevich Zhelezov, Head, Department of International Academic Mobility. Tel: 7-495-621-32-20, email: bzhelezov@gmail.com
3. Application of Information Technology (IT) for the Teaching and Learning of Foreign Languages – Russian People's Friendship University. POC: Nur Serikovich Kirabayev, Vice-Rector. Tel: 7-495-952-52-26, e-mail: kirabaev@gmail.com

Applicants from the United States should contact one of the above in the discipline of their choice for potential collaboration. A U.S. applicant should work with one of the above three Russian institutions and develop joint a proposal. The lead institution in the U.S. should submit the proposal to FIPSE based on the guidelines given in this application document. Under this collaboration, the lead Russian partner-institution should submit the same proposal to the Russian Ministry of Education and Science based on the application requirements of the Russian Ministry. **Applications from the U.S. applicants must be submitted to FIPSE by August 22, 2008.**

Though FIPSE and the Russian Federation are issuing similar application materials and program guidelines to the institutions in their respective countries, some important differences exist to reflect country-specific needs. Applicants from the U.S. should use the application materials and program guidelines issued by the U.S. Department of Education when completing the application packet.

Because of the differences in the application procedures, the application for funding to FIPSE by the U.S. institution and to the Russian Ministry by the Russian institution will likely not be identical. It is important, nonetheless, that the proposal is developed jointly and the applications are as similar as possible in order to facilitate a comparable evaluation from both sides. The partners from both countries should agree on the objectives and content of the application.

The Department requires applicants to use an Internet-based electronic system for submitting applications. Therefore all applications for FY 2008 grants under the U.S.-Russia Program should only be submitted electronically using Grants.gov. *You are urged to acquaint yourself with the requirements of Grants.gov early.* A thorough discussion is included in the application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

The forms required in the application are listed in the section 'Application Checklist'.

Please read all documents in this package, which provide important information concerning electronic submission. All applications must be submitted on or before the deadline of **August 22, 2008.**You must submit electronic applications 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.

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 before the deadline. 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,
Ralph Hines
Acting Director, FIPSE
Fund for the Improvement of Postsecondary Education
U.S. Department of Education
1900 K St, NW, Washington, DC 20006

United States-Russia Program: Improving Research and Educational Activities in Higher Education

Program Description and Guidelines

Background

On May 31, 2006, the U.S. Secretary of Education and the Russian Federation Minister of Education and Science signed an historic agreement aimed at promoting understanding between the peoples of the Russian Federation (RF) and the United States (U.S.) and improving the quality of their human resource development.

The main focus of the United States-Russia Program: Improving Research and Educational Activities in Higher Education (U.S.- Russia Program) is to support innovative projects that will improve "research and education activities in higher education" in the two nations. Areas of U.S.-Russia cooperation in education and science were specified at the meetings between the Minister of Education and Science of the Russian Federation and the U.S. Secretary of Education in 2005 and 2006. It was emphasized at the meetings that the development of partnerships between Russian and American universities promotes the development of educational and academic exchanges between students, scholars and teaching faculty, contributing to the advancement of education and science in our respective countries.

The rationale for this program is that the growing pace of global interconnectedness in virtually all aspects of human life means that our postsecondary institutions must rethink how best to prepare students for a lifetime of work that will, in all likelihood, be in an international environment. In doing so, the Russian Ministry of Education and Science and Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE) intend to support collaborative projects that can contribute to educational innovation and to the acquisition of skills required to meet the challenges of the global knowledge-based economy. FIPSE's participation in this program is governed by Section 744 of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. §1138c, which authorizes funding for projects to support "international cooperation and student exchange among postsecondary educational institutions" and section 744(c)(3) and (4) of the HEA, 20 U.S.C. §1138c(c)(3) and (4) which authorizes the "evaluation and dissemination of model programs."

Definitions

The following definitions apply to the U.S.-Russia Program:

1. *Institution of higher education (IHE)* means any recognized establishment, which, according to the applicable laws or practices of each country, offers qualifications or diplomas at the higher or postsecondary education level, whatever such establishment may be called.

2. *Vocational education and training institution* means any type of public, semi-public or private body, which provides occupational or work-related knowledge and skills, including programs that are competency based and directed at current and/or future jobs, duties, and tasks within an occupational or industrial setting.

3. *Student* means any person following learning or training courses or programs leading to degree completion that are run by higher education or vocational education and training institutions.

4. *Collaborative research and study projects* refer to seminars, working groups, and benchmarking exercises that address areas such as: (1) comparative higher education and vocational training issues related to an array of disciplines and/or (2) language pedagogy, language and content integration. Such research and study projects may utilize various methodologies and resources (e.g., e-learning and open education). A collaborative study project engages faculty, staff, and/or students from the Russian and American institutions on a common topic and results in products or resources that are of use to more than just the original consortium participants. The proposal should state how the project would promote U.S.-Russian cooperation in creating collaborative educational research opportunities. For example, if the title of the project is "The Impact of Information Technology in Effective Public Health Practices," all collaborative research and joint studies supported by the project must focus directly on this topic. All the activities and all the outcomes of joint study on this topic should advance our knowledge of this topic and also promote sustainable educational and research cooperation and opportunities on the same topic.

Program Objectives

General objectives of the U.S.-Russia Program are summarized in the first two articles of the 2006 Memorandum of Understanding:

Article 1. "The United States and the Russian Federation are expanding cooperation and developing partnerships among various types of educational institutions in the United States and Russian Federation that reflect the best practices of the educational systems of both countries. This collaboration supplements existing programs, including exchange programs, and promotes

the creation of new programs in accordance with the future development of mutual relations."

Article 2. "The United States and the Russian Federation are focusing their efforts on creating conditions that will promote the development of long-term constructive ties in the field of education. Subject to mutual agreement, these efforts could include support of partnerships between institutions of higher education, particularly in the fields of mathematics, science, information technology, and English and Russian languages. These partnerships are designed to strengthen the role of universities in building the innovation society; support the exchange of teachers, university faculty, students and young scholars; and encourage the participation of the private sector."

The U.S.-Russia Program will fund collaborative research and study projects for two years. The program may provide financial support to bilateral projects involving institutions or organizations active in the field of higher education and vocational training with a view to enhancing collaboration between the Russian Federation and the United States. The Department encourages applications describing projects aimed particularly at the study and teaching of the English and Russian languages as well as the exchange of innovative experiences and practices intended to promote excellence in engineering, economics and the application of Information Technology (IT).

Close consideration will be given to collaborative projects aimed at improving the quality of higher education in both countries through the development of joint courses, educational materials, and other types of educational and methodological activities that:

- Advance the study and teaching of English and Russian while contributing to a better understanding of the cultural milieus of the United States and Russia;
- Demonstrate innovative and/or best practices for the United States and Russia, particularly in the study and teaching of engineering, economics and the application of Information Technology (IT); and
- Support joint educational research, which contributes to educational innovation and/or best practices, in academic disciplines relevant to the United States and Russia.

All applicants should demonstrate the capacity to develop institutionalization and sustainability, which will encourage long-term research and educational collaboration and exchanges of students, faculty, and administrative personnel of U.S. and Russian institutions.

It is expected that a large portion of the funds will be devoted to student, faculty and staff exchanges. Faculty and staff travel stipends should be calculated at $1,000 per week plus a fixed amount of $2,000 for travel per person in relation to scholarly work and teaching at a partner Russian institution for a minimum of one week and a maximum of one academic

term (12 – 16 weeks, or a compressed summer schedule of up to 6 weeks). Faculty, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges. Such exchanges for teaching, research assignments, or working in bilateral groups must be done within the consortium and be directly related to the project's collaborative studies focus. Any number of faculty and staff may participate in the activities of the project including exchanges, provided that the stipend allocation and the minimum and maximum duration requirements are met.

Examples of collaborative study programs

Advancing the study and teaching of English and Russian and contributing awareness and understanding of the cultural milieus of the United States and Russia should be an essential component of all proposals submitted for funding. Applicants to the U.S.-Russia Program may consider, for example, how a collaborative U.S.-Russian consortium might:

1. Support U.S. students who have attained high levels of Russian language ability, and Russian students who have attained high levels of English language ability, (perhaps through previous participation in foreign language study abroad programs), who want to work in a scientific research group or on a project-based scientific internship abroad.
   - Rationale: The U.S. and Russia have many issues of common interest in engineering, economics, and the use of technology to advance education, but each may provide unique opportunities and settings in which students can advance and apply their knowledge and skills.
   - Outcome: Engineering, economics, and IT students who might otherwise not attempt to gain a high level proficiency in a foreign language would have an incentive to do so through participation in this program. In addition relationships built during this project are likely to be maintained as students move into their careers, thus increasing opportunities for future international collaboration that are an asset to the government, private companies, and NGOs in the both countries.

2. Support projects that would encourage the joint development of textbooks and IT-based educational materials in the engineering, economics, and application of IT in language teaching and learning for undergraduate level students.
   - Rationale: The U.S. and Russia have a common need to advance learning in engineering, economics, and application of IT in language teaching and learning. This could entail joint development of multimedia courses, computerized simulations, electronic laboratory simulations, web-based instructional materials and scientific resources, tools for supporting on-line

(distance) education in some specific subjects, and electronic assessments.
- Outcome: Online resources and instructional materials are made accessible to students in both countries, including those who can't travel, to improve student understanding of complex concepts and research advances in both countries. Bilingual scientific resources will be of use to both students and practitioners.

3. Support projects that improve Internet-based Russian language instruction in the U.S. through the development learner diagnostics, technologies that provide real-time feedback for students and teachers at all levels of proficiency, and assessments of language competency. Emphasize projects that develop or utilize instructional materials that provide individualized and aggregate group feedback for students and teachers, based on immediate, customized error correction and analyses of spoken and written language skills.
   - Rationale: There is a national priority to produce a new generation of professionals, both in and out of government, who are prepared to deal linguistically and culturally at high levels of proficiency and across disciplines in a rapidly changing geopolitical landscape in science, national security, business, finance, international development, health, management, media, and education.
   - Outcome: Instructional materials that provide direct and indirect feedback will encourage and support students learning Russian language and aid secondary and postsecondary teachers in refining lesson plans, curricular design, and course/program assessment to advance student language skills. On-going formative assessments will stimulate and improve learning at every stage, rather than limiting assessment activities to the completion-phase of a given module or unit. Over time, these formative assessment and customized feedback programs generated will contribute strongly to the customization and improvement of language instruction, retention, and fluency.

4. Support an exchange of faculty from U.S. and Russian research institutions where faculty must both teach and do research.
   - Rationale: The Russian higher educational system has traditionally divided its faculty into those that teach and those that do research. It is uncommon for one person to do both. The U.S. may have something to offer in terms of models of how to integrate teaching and research, especially in the fields of math, science, and information technology.
   - Outcome: Theoretical and practical experiences for faculty and students that integrate research techniques and findings into the undergraduate curriculum and instructional program.

5. Support projects that allow U.S. and Russian faculty to learn about each other's systems of accreditation, administration, and fiscal management. Included in fiscal management could be such topics as how to obtain support for large-scale or shared science instruments or facilities, how to translate basic research findings into commercial product development, and how to benefit from patent and copyright laws.
   - Rationale: The Russian system of higher education, which is centralized and largely dependent on the government for national curriculum and program guidelines and funding, is quite different from the American system in which each university functions as an independent and autonomous body. In the Russian system the government regulates institutional quality whereas in the U.S. the government works with independent bodies that guarantee minimum quality standards through institutional accreditation. These administrative and structural differences can impede cooperation and collaboration among U.S. and Russian researchers and educators.
   - Outcome: Develop new models of research of research or instructional collaboration that facilitates, for example, joint U.S.-Russian degree programs, long-term research partnerships, and improved compliance with patent and copyright laws.

6. Support research and instructional programs that develop innovative solutions for meeting the challenges of U.S. and Russian urban areas, including transportation infrastructure, aging municipal facilities and systems, environmental quality, and limited energy resources.
   - Rationale: U.S. and Russian colleges and universities share a commitment to improving the quality of life for the citizens of their respective communities and countries through their scholarly work in urban and community planning, architecture, transportation, public health, energy and environmental science. Given the many similarities between large U.S. and Russian cities collaborative work in this area will lead to improved solutions that can be deployed in both countries and around the globe.
   - Outcome: The development of new models to improve the urban environment in such areas as transportation, energy efficiency, urban planning, and municipal infrastructure.

Eligibility Requirements

The U.S.-Russia Program is open to all disciplinary and professional fields and, vocational programs, as well as cross-disciplinary studies, involving undergraduate and graduate students, and faculty and scholars from Russian and U.S. higher education institutions. This competition is to invite applications from institutions in the U.S. and submit proposals for projects to

support the objectives of the U.S.-Russia program. Details of the application process are provided in the next section.

A competitive proposal in this program might involve a consortium led by a U.S. institution with previous experience in U.S.-Russia partnerships, but including other institutions, such as community colleges, that have expertise in the content area or innovative pedagogy.

The Program will not fund basic research for its own sake, but it will fund student, faculty or staff participation in such research that has the collateral benefit of advancing education and international collaboration in ways that directly meet the stated goals of the funded project. For example, this program will not provide financial support for basic research in alternative energy production. However, funding can be used to support ancillary activities related to the scientific research, such as curriculum and instructional materials development, student or faculty exchanges for the purpose of educational advancement, facilitation of academic-industry partnerships for the purpose of technology transfer to commercial applications, or activities that will advance the development of distribution networks for future alternative energy products.

A consortium must include a minimum of one U.S. institution and one Russian institution, but the Department encourages U.S. institutions to include additional partners from non-research institutions such as community colleges. The consortium may include higher education or vocational education and training institutions and organizations including industry and business groups, non-governmental organizations, publishers, government departments, chambers of commerce, and research institutes. We do not encourage consortia with more than six (6) partners. For example, two (2) Russian universities plus one (1) non-governmental organization working with two (2) U.S. universities plus one (1) one non-governmental organization (or some other combination of universities and/or organizations) would be the maximum number of partners recommended.

All consortia must have a lead institution in the United States and a project lead responsible for submitting the proposal narrative, for coordinating the project, and for grant management and fiscal control. Consortia should operate on the principle of parity and partnership. We recommend that you have the same number of Russian and American institutions and organizations in your consortium and that you exchange the same number of faculty and students. The U.S. applicant institution must be a not-for-profit institution. In all projects, for-profit partners may represent business and industry groups and that may help give your project the national and international visibility necessary for it to succeed beyond the funding period. These partners may offer internships or may offer professional advice and expertise as part of this grant program.

Eligible U.S. staff and faculty must be U.S. citizens or resident aliens. Eligible Russian Federation staff, faculty, and students must be citizens of the Russian Federation.

Annual Conference

An important part of the U.S.-Russia Program will be the annual conference. All faculty and staff participants in the projects are expected to attend the annual meeting. The participation of all U.S. and Russian Federation partners at these conferences is essential because it provides an important opportunity for the consortia and both funding agencies to meet together. This conference is intended to serve as a medium where Russian Federation and U.S. project participants, together, share ideas on what works. It is also intended as a forum for discussion to help the Russian Federation and U.S. administrations make important decisions on how best to coordinate the program.   Project partners will be given ample time during the annual conference to work as a group by themselves as well as with their program officers. It is also expected that the U.S. independent evaluator will be at the first meeting. The annual U.S.-Russia conference will be held in the fall or winter and alternate between Russia and the United States.

Annual Performance Reports

The Russian Ministry and the Department will monitor carefully the progress of projects towards their goals through communication with the respective lead institutions and through government agency communication. Although the timing may vary somewhat, annual performance reports must be submitted to the respective government agency on the project goals, expenditures, evaluation, and a plan for upcoming activities. Both agencies require a final report at the conclusion of the project.   The Department has a website for filing U.S. project descriptions, annual performance reports, final reports, and requests for administrative changes. The Department and the Russian Ministry will send instructions for submitting performance reports to the respective lead institutions or organizations.   The U.S. Project Directors will be notified when annual reports are due; the due date will be between early June and mid-July. FIPSE's final reports are due 90 days after the grant ends.

Financial Considerations

The Department of Education (the Department) has proposed a 2008 budget of $600K to fund 3 projects in FY 2008. Each project will be funded for a 24-month or two-year period. Thus the total budget for this program for the two-year period is $1.2M. The estimated range of awards for the first budget year is up to $200K for each of the three U.S. institutions. (The budget for the Russian Federation is a comparable but separate amount in rubles and would also fund up to three projects for Russian institutions.) Use of grant funds to pay for student tuition and any form of financial aid is prohibited, with the exception of payments for language lessons.

The U.S.-Russia Program does not require cost sharing or matching. However it is important for the applicant to explain how part or all of the project will be sustained beyond the funding period. U.S. applicants may describe in the budget narrative the voluntary institutional contributions (which are not required) that form part of the project budget. Note that voluntary institutional contributions pledged in the proposal must be met and appropriately documented.

The Department and the Russian Federation 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. Russian applicants must check their own requirements for the program.

Fees
Students, faculty, and staff are likely to spend time abroad. 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(s). This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities.

Stipends
Stipends are divided into two categories:

- Faculty/staff/student mobility stipends, and
- Language stipends.

Faculty/staff/student mobility stipends

For undergraduate or graduate level students, mobility stipends are intended to offset additional costs incurred by traveling abroad in addition to the costs of remaining at the home (sponsoring) institution. Legitimate costs include travel and room and board expenses. Student stipends must not be used for tuition or fees.

The amount of money allotted to faculty, staff, or students for research or study abroad should reflect costs incurred. Please note that mobility money is intended for foreign research and study only. This means that stipends may not be used for faculty and/or students to move to other institutions within the U.S. Mobility requests should be accompanied by clear descriptions of the purpose of mobility and planned educational pursuits.

Faculty and staff travel stipends are calculated at $1,000 per week plus a fixed amount of $2,000 for travel per person in relation to scholarly work and teaching at a partner Russian institution with a minimum of one week and a maximum of one academic term (12 – 16 weeks, or a compressed summer schedule of up to 6 weeks).

Language stipends

A key objective of this program is to encourage and enable faculty, staff, and students to develop ideas and practices that support a U.S.-Russian perspective within an academic, cultural, and linguistic milieu. Although the U.S.-Russia program has language instruction as a key component in each funded project, we do not fund projects that focus exclusively on language training and study.

Grants funds may include language stipends that are intended to help U.S. faculty, staff, and students to improve their proficiency in Russian language for purposes of completing research activities and/or study in Russia. Thus, courses taken for training in Russian language may only be to 'improve' language skills to enable faculty or students to participate in the academic component of the project, but not for basic language skills.

It is important to define carefully in the project narrative the resources that the applicant institution has for teaching and learning Russian and that will be available at the Russian host institution. It is also important to describe carefully language instruction to be taken by students and faculty with different skill levels.

Language stipends may be budgeted for each year of the grant period. The total amount of federal funds used for language training may not exceed 10% of the project budget. Grant funds may be used to pay for language instruction prior to or during the period of study abroad.

Application Guidelines

Applicants must select a single academic discipline in which they seek U.S.-Russia collaboration from the following three disciplines:
- Engineering
- Economics
- Application of Information Technology (IT) for the teaching and learning of foreign languages

Collaboration between U.S. and Russian institutions in each of the three disciplines should be aimed at developing joint courses, educational materials or methodologies that advance the study and teaching of English and Russian languages in both countries. In engineering and economics disciplines, the use of foreign language (English and Russian) should be an integral part of the application. It is expected that these programs, through promoting foreign languages, will also increase awareness and understanding of the two cultures and strengthen the cultural ties between the two countries. This objective must remain central to the application in all three disciplines listed above.

Russian institutions eligible to form a consortium with American institutions and to submit a joint proposal have been selected by the Russian Federation

through the "Development of Higher Education" competition that has been conducted by the Russian Ministry in Russia prior to this competition. As a result of this Russian competition, the Russian Federation has identified the following Russian institutions in each of the three disciplines identified above, as being eligible for participation in this competition:

1. Engineering – Bauman Moscow State Technical University. POC: Gennadiy Petrovich Pavlikhin, Vice-Rector. Tel: 7-499-261-40-55, e-mail: irina@interd.bmstu.ru
2. Economics – State University of Higher Economics. POC: Boris Valeryevich Zhelezov, Head, Department of International Academic Mobility. Tel: 7-495-621-32-20, email: bzhelezov@gmail.com
3. Application of Information Technology (IT) for the Teaching and Learning of Foreign Languages – Russian People's Friendship University. POC: Nur Serikovich Kirabayev, Vice-Rector. Tel: 7-495-952-52-26, e-mail: kirabaev@gmail.com

Applicants from the United States should contact one of the above in the discipline of their choice for potential collaboration. A U.S. applicant should work with one of the above three Russian institutions and develop joint a proposal. The lead institution in the U.S. should submit the proposal to FIPSE based on the guidelines given in this application document. Under this collaboration, the lead Russian partner-institution should submit a proposal for the same project, with the same objectives and activities, to the Russian Ministry based on the application requirements of the Russian Ministry. **Applications from the U.S. applicants must be submitted to FIPSE by August 22, 2008.**

Though FIPSE and the Russian Ministry are issuing similar application materials and program guidelines to the institutions in their respective countries, some important differences exist to reflect country-specific needs. Applicants from the U.S. should use the application materials and program guidelines issued by the U.S. Department of Education when completing the application packet.

Because of the differences in the application procedures, it is possible that the application for funding to FIPSE by the U.S. institution may not be identical to the application to the Russian Ministry by the Russian institution. It is important, nonetheless, that the proposal is developed jointly and the applications are as similar as possible, proposing the same project objectives and activities, in order to facilitate a comparable evaluation from both sides. The consortium partners from both countries should agree on the objectives and content of the application.

Proposals will be reviewed through independent Russian and U.S. review processes. The Department will peer review all applications from the U.S. institutions and rank order these. The Russian Ministry will independently review all applications from the Russian institutions and rank order

applications in each of the three disciplines. A panel of U.S. and Russian government officials will review the applications rank-ordered through the U.S. and Russian reviews processes. This panel will make the final selection of the consortium or consortia that will receive joint funding from the Department and the Russian Federation. The Department and the Russian Federation reserve the right to grant up to three awards. All awards will be made through a mutual agreement between the Department and the Russian Ministry.

Details of the application procedures for the U.S. applicants are given in the sections that follow.

Applicants may submit more than one proposal and may accept more than one award for different projects. Selection of funded projects will be determined on the merits of each proposal.

The application may be based on the results of existing educational and research partnerships of IHEs in the U.S. and Russia, or based on new relationships between Russian and American partners.

Within the guidelines given below, the application should include as much information as possible about faculty, staff, and student participants in the project, and it should outline the participants' goals and projects, and provide the dates of their visits to the partner university. The application must include detailed information about the project director of each educational establishment, and state clearly how each partner of the consortium project will provide input to the project.

The U.S. Department of Education and other U.S. federal agencies and departments have a single point of information and submission for all grant programs. If you are applying to Grants.gov for the U.S.-Russia Program, you will find information and instructions in the application packet at *www.grants.gov*. The package is available as soon as a Federal Register Notice announcing the competition is published. It is important to note that a U.S. institution must register itself on this site to be able to apply for federal grants. If your institution is not registered with Grants.gov, a representative for your institution should register several weeks in advance of the submission date to ensure a timely submission of a grant application. If you wish to request an exemption from an electronic submission, note the conditions listed on the Grants.gov website and in the section of the Application Package entitled "Grants.gov Submission Procedures and Tips for Applicants." You may also register for email notification of federal grant programs on the Grants.gov website.

Refer to the next two sections on Submission of Applications and Selection Process and Evaluation Criteria, which give details of the application process and the various components expected to be included in the Application.

Submission of Applications

Details about the submission requirements, forms and application process for U.S. applicants are included in the section of this Application Package entitled: "*Grants.gov Submission Procedures and Tips for Applicants*." Before proceeding to the application process, please review Eligibility requirements described elsewhere in this document. All applications for the competition must be submitted following the Grants.gov procedures.

Each application should identify its program theme from one of the following three disciplines:
1. Engineering.
2. Economics.
3. Application of IT for the teaching and learning of foreign languages.

Collaboration between U.S. and Russian institutions in all three disciplines should be aimed at developing joint courses, educational materials or methodologies that advance the study and teaching of the languages of English and Russian languages in both countries. In all proposals including those focused on engineering and economics, the use of foreign language (English and Russian) should be an integral part of the application. It is expected that these programs, through promoting foreign languages, would also increase awareness and understanding of the two cultures and strengthen the cultural ties between the two countries. This objective must remain central to all applications.

Application

A consortium is defined under the Eligibility Requirements section.

The U.S. partners must submit applications using Grants.gov procedures. The closing date for receiving Applications is August 22, 2008. Note also that applications not received through Grants.gov by the closing date will not be eligible for funding. Details of application procedures for using Grants.gov are given in the section **'Grants.gov Submission Procedures and Tips for Applicants' starting on page 27. The list of forms required is on page 83.**

All applications must include a program narrative, as explained below.

Program Narrative

Proposals must include a program narrative of no more than 20 pages (typed, double spaced, font size12) that includes a plan of action, a timeline for project activities, an evaluation plan, and a plan for disseminating project results. Other important components of the application are listed in the Application Checklist at the end of this Application Package.

Program narrative should describe in detail the nature and purpose of the proposed project activities. Explain how the project will enhance understanding about the issue(s) identified and how the resources of each U.S. and Russian institutions in the consortium will contribute to the project. This should include a description of the collaborative educational activities to be carried out, the personnel who will execute these activities, and the intended results. Explain how this collaborative study project will increase knowledge within a particular discipline or a group of disciplines. Describe what the consortium expects to accomplish on a two-year schedule. What skills and resources will each partner contribute to the project? How will the proposed resources provide support to increase knowledge about issues important to both the United States and the Russian Federation?

The design of the project should address the educational goals of the project, such as innovative ways to address a common problem that reflect Russian-American cooperation in higher education. The project can be connected with joint development activities, joint educational initiatives (lectures, workshops, development of collaborative text-books and lecture courses), as well as other types of educational and methodological work.

Competitive proposals should include a detailed evaluation plan including information about the person who will conduct the evaluation. Project evaluation is critical to the success of any project and, in particular, to ensuring long-term benefits of the funded work beyond the funded period. It is critical to establish a sound plan for independent evaluation prior to the onset of the project and to select participants in a way that supports the use of scientifically rigorous evaluation techniques. Further, the evaluation plan must provide evidence that the evaluation data will be utilized during the course of the project to improve outcomes and to ensure that the products developed, such as instructional materials, work as well in the hands of novel users as they do in the hands of the material developers. The evaluation plan should describe how input from project participants, as well as outside individuals, will be utilized to improve the quality and usefulness of products or materials produced by the consortium. Finally, the evaluation should provide useful information about practices and activities that could be adapted and implemented by others to have a more profound impact at a larger scale. If you engage separate evaluators in the U.S. and Russia, it is expected that they will work in cooperation.

U.S. applicants must submit an evaluation report as part of the annual performance report as well as a final evaluation report as part of the final performance report. We recommend that you name an external evaluator in your application that will help you and your Russian partner with project evaluation. We also recommend that you request funds in your budget to support project evaluation throughout the two years of your project.

Your proposal should include strategies for sustainability and for dissemination of project outcomes or products to a wider public. It should

also have a description of how the resources and personnel conducting the project would also assist with project sustainability and the dissemination of results. You must be specific about your dissemination and outreach activities and how others would learn from your project.

The Department will use the selection process and evaluation criteria described in the next section for the peer review of all applications.

Selection Process and Evaluation Criteria

The selection of successful applications will be a competitive process based on external peer review, as well as negotiations of the U.S.-Russian government selection panel. The U.S. will hold an independent peer review process to identify meritorious proposals, and then the U.S. Department of Education and the Russian Federation will hold a joint selection meeting to decide which projects will receive joint funding. Projects will be funded only when both funding agencies are in agreement.

The quality of proposals that meet the eligibility requirements and selection criteria will be judged by U.S. peer reviews on the basis of the award criteria set out below.

Award Criteria
- a. Need for the Project (15 Points)
- b. Significance of the Project and Services Provided (20 Points)
- c. Project Design and Management Plan (20 Points)
- d. Project Personnel (15 Points)
- e. Resources (10 Points)
- f. Project Evaluation Plan (20 Points)

Each one of these is described in detail below.

a. Need for the Project (15 Points)

The project proposal should identify the need to address problem(s) that afflict research and education in both Unites States and Russia. The problem domain could be from any aspect of educational activities and research that support the objectives of the U.S.-Russia Program described in this document.

The value of the project need described in the application will be assessed using the following EDGAR criteria, Section 75.210 (a).
- (i) The magnitude or severity of the problem to be addressed by the proposed project.
- (ii) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposals include a need statement to describe:

- Magnitude or severity of the problem, gaps or weaknesses in the current level of knowledge, curricula, or pedagogy or level of knowledge in the academic disciplines and project area to be addresses by the U.S.-Russia consortium.
- The extent to which the project would train and educate faculty, students and education administrators in both countries to address the problems identified.
- The extent to which the project would address the needs of disadvantaged individuals or students in both countries.

b. Significance of the Project and Services Provided (20 Points)

The significance of the project and the services it would provide will be assessed based on the extent to which it would contribute to the theory, knowledge and practices to improve education in the filed selected. Describe the potential outcomes from your project such as new or improved curricula, pedagogies, teaching materials, trained personnel, processes, techniques, strategies, global understanding, etc. that would be of value to institutions in both countries.

The project significance and the quality of services described in the application will be assessed using the following EDGAR criteria, Section 75.210 (b).

      (i)   The potential contribution of the proposed project to increased knowledge or understanding of educational problems, issues, or effective strategies.

      (ii)   The likelihood that the proposed project will result in system change or improvement.

      (iii)   The extent to which the proposed project is likely to yield findings that may be utilized by other appropriate agencies and organizations.

      (iv)   The extent to which the proposed project involves the development or demonstration of promising new strategies that builds on, or is an alternative to, existing strategies.

      (v)   The potential replicability of the proposed project or strategies, including, as appropriate, the potential for implementation in a variety of settings.

      (vi)   The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

The project significance and the quality of services described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (d). In determining the quality of the services to be provided by the proposed project, the Secretary considers the quality and

sufficiency of strategies for ensuring equal access and treatment for eligible project participants who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the significance and services statement should include the extent to which the project outcomes are expected to:

- Improve the educational system in your organization and beyond, especially in relation to teaching and student achievements.
- Improve the level of theory, knowledge and practices globally, especially in the U.S. and Russia.
- Be disseminated and utilized by other institutions in the U.S. or Russia or other countries.
- Be transferable to or replicated and utilized by other agencies or organizations – public and private – and globally, especially in the U.S. and Russia.

c. *Project Design and Management Plan (20 Points)*

The proposal must include a detailed plan of activities, expected outcomes and development strategies; a plan for collaboration with the Russian institution; and an implementation plan. This will be judged on its rigor, relevance, and likelihood to yield final deliverables that will achieve the stated goals. It will also be judged on its usefulness to others who may want to adapt and implement them on their own campuses. The aim is to have a project plan where progress can be measured, evaluated, and monitored.

The quality of project design and management plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (c).

    (i)   The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

    (ii)   The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

    (iii)   The extent to which the design of the proposed project includes a thorough, high-quality review of the relevant literature, a high-quality plan for project implementation, and the use of appropriate methodological tools to ensure successful achievement of project objectives.

    (iv)   The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance.

    (v)   The extent to which the proposed project will be coordinated with similar or related efforts, and with other appropriate community, State, and Federal resources.

(vi)   The extent to which the proposed project encourages consumer involvement.

(vii)   The extent to which performance feedback and continuous improvement are integral to the design of the proposed project.

The quality of project design and management plan described in the application will also be assessed using the following EDGAR criteria, Section 75.210 (g).

(i)   The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(ii)   The adequacy of procedures for ensuring feedback and continuous improvement in the operation of the proposed project.

(iii)   The adequacy of mechanisms for ensuring high-quality products and services from the proposed project.

(iv)   The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(v)   How the applicant will ensure that a diversity of perspectives are brought to bear in the operation of the proposed project, including those of parents, teachers, the business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate.

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposed project design and management plan should include:

- Development framework, methods, tools and infrastructure (including IT, media, laboratories, video conferencing, and other facilities).
- An implementation plan with details of project activities including a project schedule.
- Plans for periodic evaluation of progress and performance feedback.
- Project priorities ('must have' or 'must do' requirements).
- A risk and mitigation plan.
- A list of periodic and final documents and/or deliverables (curricula, training materials, etc). Note that an annual report and a final report are required.
- Collaboration activities with other agencies and organizations if this project is a part of or an extension to an ongoing research or development effort.
- A process for selecting and training personnel.
- A plan for 'transfer' of knowledge and/or information on how the outcomes can be 'replicated' by others.

d. Project Personnel (15 Points)

The relevant qualifications, skills and experience of the personnel supporting the project both in the U.S. and Russia are a key evaluation criterion. Applications should include a detailed description of qualifications of personnel who would support this project. Language proficiency in Russian is a key factor in the success of this project.

The adequacy of personnel described in the application will be assessed using the following EDGAR criteria, Section 75.210 (e).

> (i)   The qualifications, including relevant training and experience, of the project director or principal investigator.
>
> (ii)   The qualifications, including relevant training and experience, of key project personnel.
>
> (iii) The qualifications, including relevant training and experience, of project consultants or subcontractors.
>
> (iv)   Evidence of personnel selection process that encourages applications from persons who are members of groups that traditionally have been under-represented based on race, color, national origin, gender, age, or disability (this is a mandatory requirement).

As a general guide, to meet the objectives of the U.S.-Russia Program, the Secretary expects that the proposal should provide:

- Qualifications and proficiency in Russian language of key U.S. project staff and in English of key Russian project staff with justification of the relevance to the project goals.
- Qualifications and experience in the academic discipline that is the focus of the project.
- Qualifications and experience in education research, instructional materials design, and education evaluation and assessment.

e. Resources (10 Points)

The success of a well-designed project depends on the adequacy of resources available for its implementation. Applications should include a detailed description of resources that will be committed to this project both in the U.S. and Russia. Indicate if the resources will be provided by the lead-applicant organization, or would be acquired at a cost from the project budget.

The adequacy of the resource commitments described in the application will be assessed using the following EDGAR criteria, Section 75.210 (f).

> (i)   The adequacy of support, including facilities, equipment, supplies, and other resources, from the applicant organization or the lead applicant organization.
>
> (ii)   The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project.

(iii) The extent to which the budget is adequate to support the proposed project.

(iv) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project.

(v) The potential for continued support of the project after the Federal funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support.

(vi) The potential for the incorporation of project purposes, activities, or benefits into the ongoing program of the agency or organization at the end of Federal funding.

As a general guide, to meet the objectives of the U.S. Russia program, the Secretary expects that the project should have:

- Adequate support infrastructure including equipment, facilities and supplies provided by the organizations and institutions supporting the proposal and the project.
- An adequate budget based on reasonable costs to support the proposed project.
- Adequate continued support from lead-applicant organization should the federal funding end before project completion.

f. Project Evaluation Plan (20 Points)

Evaluation of the project design, project performance at milestones, and the final outcomes conducted by external evaluators is a critical aspect. Applications should therefore provide an evaluation plan. If evaluations are to be done both in the U.S. and Russian Federation, the plan should indicate how this would be done jointly and cooperatively.

The quality of the evaluation plan described in the application will be assessed using the following EDGAR criteria, Section 75.210 (h).

(i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(ii) The extent to which the methods of evaluation are appropriate to the context within which the project operates.

(iii) The extent to which the methods of evaluation provide for examining the effectiveness of project implementation strategies.

(iv) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

(v)   The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

(vi)   The extent to which the evaluation will provide guidance about effective strategies suitable for replication or testing in other settings.

As a general guide, to meet the objectives of the U.S. Russia program, the Secretary expects that the evaluation plan and methods should:

- Be comprehensive and relevant to the project context and goals.
- Be able to assess the effectiveness of project plan and implementation strategies.
- Identify objective performance measures that would provide qualitative and quantitative data on project outcomes.
- Be capable of providing timely guidance and performance feedback based on periodic assessment of project plan and outcomes, both for evaluating progress as well as for quality assurance.
- Provide an assessment if the project strategies and design can be replicated or transferred to a different setting.

Contact Information

U.S. applicants seeking further information should contact:

Krish Mathur, Ph.D.
U.S.-Russia Program Coordinator
U.S. Department of Education
1990 K Street, NW, Room 6155
Washington, D.C. 20006-8544
Tel: 202-502-7512
Fax: 202-502-7877
Krish.Mathur@ed.gov

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
Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Applicants will no longer need to use the PureEdge software to create or submit an application. 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.

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 4:30:00 p.m. Washington, DC time 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 4:30:00 p.m. Washington, DC time, 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 4:30:00 p.m. Washington, D.C. time, on the deadline 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 http://www.grants.gov/contactus/contactus.jsp, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is <u>optional</u> 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 <u>required</u>, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and 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. (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 may need to use the Citrix solution discussed on Grants.gov 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. **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.)

Attaching Files – Additional Tips

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

1. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (.doc, .pdf or .rtf). Also, do not upload any password protected files to your application.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, *, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.

4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

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.

<p align="center">D-U-N-S Number Instructions</p>

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.

<p align="center">Central Contractor Registration (CCR) Instructions</p>

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 <u>Federal Register</u> notice announcing the grant competition.

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

According to the instructions found in the <u>Federal Register</u> 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:

<u>Applications Submitted Electronically</u>

You must submit your grant application through the Internet using the software provided on the Grants.gov Web site (<u>http://www.grants.gov</u>) 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 <u>Federal Register</u> or visit <u>http://www.grants.gov</u>.

<u>Applications Delivered by Mail</u>

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**
> **<u>Attention: (CFDA Number 84.116S)</u>**
> **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".

<u>Applications Delivered by Commercial Carrier</u>

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 # (84.116S)
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 – 84.116S
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 Application for New Awards
4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education, FIPSE-

Special Focus Competition: The U.S.-Russia Program: Improving

Research and Educational Activities in Higher Education.

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

2008.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116S.

<u>Dates</u>:

Applications Available: July 23, 2008.

Deadline for Transmittal of Applications: August 22, 2008.

Full Text of Announcement

I. Funding Opportunity Description

<u>Purpose of Program</u>: To provide grants that demonstrate

partnerships between Russian and American institutions of higher

education (IHEs) that contribute to the development and

promotion of educational opportunities between the two nations,

particularly in the areas of mutual foreign language learning

and advancement of education in science, technology, and the

humanities. Russian institutions will apply to The Russian

Ministry of Education and Science for funding under a separate

but parallel competition. <u>Priority</u>: 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 designed to support the formation of educational consortia of American and Russian IHEs to encourage mutual socio-cultural-linguistic cooperation; the coordination of joint development of curricula, educational materials, and other types of educational and methodological activities; and the conduct of related joint educational research. The invitational priority is issued in cooperation with the Russian Ministry of Education and Science. These awards support only the participation of faculty and students in partnership arrangements with American institutions. Applicants must describe the capacity of the institution to contribute to and benefit from a collaborative project with a Russian institution to advance foreign language and cultural understanding as well as educational research and opportunities in one of the following three areas:

(1) Engineering.

(2) Economics.

(3) Application of Information Technology (IT) for the Teaching and Learning of Foreign Languages.

Russian institutions eligible to form a consortium with an American IHE and to submit a joint proposal have been selected by the Russian Federation through the "Development of Higher Education" competition that has been conducted by the Russian Ministry of Education and Science in Russia prior to this competition. As a result of this Russian competition, the Russian Federation has identified the following Russian institutions in each of the three disciplines identified above, as being eligible for participation in this competition:

(1)   Engineering – Bauman Moscow State Technical University. POC: Gennadiy Petrovich Pavlikhin, Vice-Rector. Tel: 7-499-261-40-55, e-mail: irina@interd.bmstu.ru

(2)   Economics – State University of Higher Economics. POC: Boris Valeryevich Zhelezov, Head, Department of International Academic Mobility. Tel: 7-495-621-32-20, email: bzhelezov@gmail.com

(3)   Application of Information Technology (IT) for the Teaching and Learning of Foreign Languages – Russian People's Friendship University. POC: Nur Serikovich Kirabayev, Vice-Rector. Tel: 7-495-952-52-26, e-mail: kirabaev@gmail.com.

These Russian institutions, if part of a U.S.-Russian consortium, will receive separate but parallel funding from the Russian Ministry of Education and Science.

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

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

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 IHEs only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $600,000.

Estimated Range of Awards: $150,000-$250,000 for the first year
of the award.

Estimated Average Size of Awards: $400,000 for the two-year
duration of grant.

Maximum Award: We will reject any application that proposes a
budget exceeding $270,000 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: 3.

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

Project Period: Up to 24 months.

III. Eligibility Information

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

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

IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address: www.Grants.gov. To obtain a copy from ED Pubs, write, fax, or call the following: Education Publications Center, PO Box 1398, Jessup, MD 20794-1398. Telephone, toll free: 1- 877-433-7827. Fax: (301) 470-1244. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: http://www.ed.gov/pubs/edpubs.html or at its email address: edpubs@inet.ed.gov

If you request an application from ED Pubs, be sure to identify this program or competition as follows: CFDA Number 84.116S.

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 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, 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 and 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 (Part III).

We will reject your application if you 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: [INSERT DATE 30 DAYS AFTER THE DATE OF PUBLICATION IN THE FEDERAL REGISTER].

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 <u>For Further Information Contact</u> 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.

4. Intergovernmental Review: This program 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 program.

5. Funding Restrictions: We specify unallowable costs in

34 CFR part 74. We reference additional 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.-Russia Program:

Improving Research and Educational Activities in Higher

Education, CFDA Number 84.116S, 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.-Russia Program: Improving Research and Educational Activities in Higher Education 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 84.116, not 84.116S).

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 accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30 p.m., Washington, DC time, on the application deadline date.

We do not consider an application that does not comply with the deadline requirements. 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 elsewhere in this notice 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;

<div align="center">and</div>

- 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: Krish Mathur, U.S. Department of Education, 1990 K Street, NW., Room 6155, 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. <u>Submission of Paper Applications by Mail</u>.

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:

<u>By mail through the U.S. Postal Service</u>:

> U.S. Department of Education
> Application Control Center
> Attention: (CFDA Number 84.116S)
> 400 Maryland Avenue, SW.
> Washington, DC 20202-4260

<div align="center">or</div>

<u>By mail through a commercial carrier</u>:

> U.S. Department of Education
> Application Control Center, Stop 4260
> Attention: (CFDA Number 84.116S)
> 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 84.116S)
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

Selection Criteria: The selection criteria for evaluating

the applications for this program are from 34 CFR 75.210 of

EDGAR and are listed in the application package.

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 Notice (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 Department will use the following measures to assess the performance of the program:

(a) The percentage of FIPSE grantees reporting project dissemination to others.

(b) The percentage of FIPSE projects reporting institutionalization on their home campuses.

If funded, you will be asked to collect and report data on these measures in your project's annual performance report (EDGAR, 34 CFR 75.590). Applicants are also advised to consider these two measures in conceptualizing the design, implementation, and evaluation of the proposed project because of their importance in the application review process.

Collection of data on these measures should be part of the project evaluation plan, along with any measures of progress on goals and objectives that are specific to your project.

VII. Agency Contacts

For Further Information Contact:

Krish Mathur, FIPSE – Fund for the Improvement of Postsecondary Education, 1990 K Street NW., Room 6155, Washington, DC 20006-8544. Telephone: (202) 502-7512 or by e-mail:

krish.mathur@ed.gov

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: July 17, 2008.

        /signed/

        _____

        Sara Martinez Tucker,
        Under Secretary of 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 "Notice to All Applicants" form that is included in the U.S.-Russian 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.-Russia Application Package

The application package consists of standard forms, attachments, and forms that are specific to the U.S.-Russia Program. These forms and attachments are listed in four parts below.

All of the standard forms are found on Grants.gov. The ED FIPSE Forms in Part III below are included in this application package. **Note:** Applicants must complete the SF 424 form in Part I first because some of the information you provide here is automatically inserted into other sections of Grants.gov.

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

    Part II: **Attachments**
            Department of Education Abstract Form
            Program Narrative Attachment Form
            Budget Narrative Attachment Form

    Part III: **Other Attachments Form**
            ED FIPSE Project Title Form
            ED FIPSE Budget Summary Form
            ED FIPSE Consortium Partners Identification Form
            Personnel Information
            Planning Timetable with Outcomes to be Achieved for Each Year of the Project
            Endorsement Letters

    Part IV: **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)

Please see section Instructions for Attachments and ED FIPSE Program-Specific Forms on **page 61** for detailed instructions about the forms required in Parts II and III.

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 and Letters of Financial Support must be attached to the "Budget Narrative Attachment Form"**
- **All FIPSE forms (i.e., ED FIPSE Project Title, ED FIPSE Budget Summary, ED FIPSE Consortia Partner Identification, vitas, table of contents, letters, certifications, supplementary statements; and other requested appendices must be attached to the "Other Attachments Form"**

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

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 **1840-0790**. 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. 1840-0790
Expiration Date: 01-2011

Instructions for Attachments and ED FIPSE Program-Specific Forms

Applicants are reminded that each of the institutions comprising a prospective U.S.- Russian consortium should prepare a common proposal that contains sufficient information and details to allow the evaluators in the United States and Russia to judge the capacity of the consortium to meet the objectives of the U.S.-Russia Program. You and your Russian lead partner should submit (respectively) to FIPSE and the Russian Federation 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 Russian consortium institutions.
- 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).
Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. Applications submitted in any other font (including Times Roman and 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; the one-page resumes, the bibliography, or the letters of commitment. However, you must include all of the application narrative in Part III.
We will reject your application if--
- You apply these standards and exceed the page limit; or
- You apply other standards and exceed the equivalent of the page limit.

 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 Russian and U.S. consortium members. Where applicable, the narrative must indicate the level of financial support from other public and private sources.

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

 D. **OTHER ATTACHMENTS FORM**. You will attach six documents to this form. Attachments will include: (1) ED FIPSE Project Title Form; (2) ED FIPSE Budget Summary Form; (3) ED FIPSE Consortia Partners Identification Form; (4) Personnel Information; (5) Planning Timetable with Outcomes to be Achieved for Each Year of the Project; and (6) Endorsement Letters. Please note: **All ED FIPSE forms (i.e., ED FIPSE Project Title, ED FIPSE Budget Summary, and ED FIPSE Consortia Partner Identification) must be attached to the "Other Attachments Form." To include these forms in your application, you must**

first save them as Word documents, fill them out, and then attach the saved documents to the "Other Attachments Form" in Grants.gov.   The same procedure should be used when providing personnel information, your planning and timetable, and endorsement letters. Be sure to use a .DOC, .RTF, or .PDF format.

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

Program: U.S.-Russia 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 (in Russia) after 'Lead'
Enter the name of the Foreign Partner (in Russia) after 'Partner'
Leave the second Partner blank

Project Title: Enter the title of the project.

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.

Select project format: Two-year consortia project.

Federal Funds Requested: Enter the amount of Federal funds being requested from FIPSE in the first year of the project. Enter the amount requested for subsequent years of funding. Under "total" enter the cumulative amount requested for the life of the project.

ED FIPSE BUDGET SUMMARY FORM

1. Program: U.S.-Russia Program.

2. Institution: Enter the Lead (fiscal agent).

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

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

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

6. Travel: Enter travel costs for the U.S. lead only. There are two major categories of travel—1) the annual program meeting for all projects (fall 2008 in Russia, fall 2009 in the United States) and 2) individual consortium meetings (in the United States or Russia).   Travel funds for a second individual consortium meeting in the United States or Russia should also be submitted for each budget year. Other travel costs may be entered as needed.

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

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

9. Contractual (enter partner totals here): Enter total for subcontracts with the partner institutions, consulting and evaluation.

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

11. Total Direct Cost. Field is calculated automatically.

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

13. Mobility Stipends: Enter the number of faculty, staff, and/or students from all partners who will be studying abroad and the minimum stipend amount. 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 ($1,000 per individual is recommended). The language stipend may be used in years one and two.   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. 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): Calculate this field.

16. Total requested from FIPSE (lines 11 + 12+ 15) (These figures should appear on the Title Form): Calculate this field.

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 Russia: Enter the dollar amount requested by Russian partners (optional).

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.

ED FIPSE CONSORTIUM PARTNERS IDENTIFICATION FORM

Please submit two completed versions of the Consortium Partners Identification Form, one listing the lead and partner institutions in the U.S. and one listing the lead and partner institutions in Russia. These forms serve as identification for all U.S. and foreign partners involved in your consortium, so it is essential that you include *both the lead and partner institutions for each country.*

TO COMPLETE THE CONSORTIUM PARTNERS IDENTIFICATION FORM:
Fill in the information requested about the partners on the form. (You can copy and paste information to create multiple versions of the form for each partner.)

Please remember to create electronic documents, in .doc, .pdf, or .rtf formats, and attach each of these six (6) documents separately to the "Other Attachments Form."

(1)   **ED FIPSE PROJECT TITLE FORM:** See above

(2)   **ED FIPSE BUDGET SUMMARY FORM:** See above

(3)   **ED FIPSE CONSORTIUM PARTNERS IDENTIFICATION FORM:** See above

(4)   **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.

(5)   **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.

(6)   **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. Only endorsement letters that are attached will be considered.

Final Notes: U.S. and Russia

These guidelines list key objectives, activities and types of partnerships that help build the strong inter-institutional collaboration necessary for postsecondary educational programs and activities that contribute to meeting the challenges of a global society.

It is important to read these guidelines carefully when developing your proposal. Please remember that the proposed activities and/or programs in a U.S.-Russian consortium must complement each other. To achieve this, you and your Russian partner institution(s) should be developing your common proposal concurrently. Applicants should understand and demonstrate in their proposals the collaborative nature of consortia.

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

The following instructions are attached.
- 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 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 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. • If all congressional districts in a state are affected, enter
5b.	**Federal Award Identifier**: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.		
6.	**Date Received by State:** Leave this field blank. This date will be assigned by the State, if applicable.		

7.	**State Application Identifier:** Leave this field blank. This identifier will be assigned by the State, if applicable.			"all" for the district number, e.g., MD-all for all congressional districts in Maryland.

• If nationwide, i.e. all districts within all states are affected, enter US-all.
• If the program/project is outside the US, enter 00-000. |
| 8. | **Applicant Information**: Enter the following in accordance with agency instructions:

a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.

b. Employer/Taxpayer Number (EIN/TIN): (Required): 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. | | 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 Department of Education Supplemental Information For SF 424

1.   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.

submission of this form write directly to: Joyce I. Mays, Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, DC 20202-4260.

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.

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burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

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

Department of Education – FIPSE Forms

To include these forms in your application, you must first save them as Word documents, fill them out, and then attach the saved documents to the "Other Attachments Form" in Grants.gov. Be sure to use a .DOC, .RTF, or .PDF format.

      ED FIPSE Project Title Form
      ED FIPSE Budget Summary Form
      ED FIPSE Consortium Partners Identification Form

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM
ED FIPSE Project Title Form

Program: U.S.-Russia Program

Consortium Members - - U.S. Partners:

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners: (Leave blank)

Lead:

Partner:

Partner:

Consortium Members - - Foreign Partners: (Leave blank)

Lead:

Partner:

Project Title:

Abstract of Proposal:

Project format:	Federal Funds Requested:
o Two-year consortia project	Year 1: _____ Year 2: _____ Total: _____

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM
ED FIPSE Budget Summary Form

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

funds					
Funds Requested by Foreign Partners:					
19a. Total Requested from Canada					
19b. Total Requested from Mexico					
19c. Total Requested from Russia					
19d. Total Requested from Europe					

*Indirect Cost Information (To be completed by Your Business Office):

If you are requesting reimbursement for indirect costs on line 12, please answer the following questions:

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

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

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

FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION
INTERNATIONAL CONSORTIA PROGRAM
ED FIPSE Consortium Partners Identification Form

Program: U.S.-Russia Program

Enter Country _____

Lead Partner: Contact information for the Lead Partner will be collected using the SF-424.

Partner Two:

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

[   ]

Name of Institution/Organization: [   ]

[   ]

Department: [   ]

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

[   ]

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

Phone Number: [   ]

Fax Number: [   ]

E-mail Address: [   ]

Partner Three:

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

[   ]

Name of Institution/Organization: [   ]

[   ]

Department: [   ]

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

[   ]

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

Phone Number: [   ]

[   ]

Fax Number: [   ]

[   ]

E-mail Address: [   ]

Forms Found On Grants.gov

- **Application For Federal Assistance SF-424**
- **Supplemental Information Required For Department Of Education**
- **Disclosure of Lobbying Activities**
- **Assurances - Non-Construction Programs**
- **Certification Regarding Lobbying**
- **Survey on Ensuring Equal Opportunity for Applicants**
- **GEPA Section 427 Requirement**

Application Checklist

Use this checklist while preparing your Application Package: All items listed on this checklist are required.

The Application Package must include:

- **Application for Federal Assistance – SF-424**
- **Department of Education Supplemental Information for SF-424**
- **ED Abstract Form:**
  - **Attach Abstract.**
- **Program Narrative Attachment Form:**
  - **Attach Project Description.**
- **Budget Narrative Attachment Form:**
  - **Attach Budget Narrative.**
  - **Letters of Confirmation.**
- **Other Attachments Form:**
  - **ED FIPSE Project Title Form.**
  - **ED FIPSE Budget Summary Form.**
  - **ED FIPSE Consortium Partners Identification Form:**
  - **Completed two (2) times, one for U.S. and the other Russia.**
  - **Personnel Information.**
  - **Planning Timetable.**
  - **Endorsement Letters.**
- **Assurances – 424B**
- **Certification on Lobbying Form**
- **GEPA**
- **Survey Ensuring Equal Opportunity**
- **Disclosure of Lobbying Activities – SF – LLL**