Archived Information

U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Washington, DC 20006-8510

Fiscal Year 2009

APPLICATION FOR GRANTS
UNDER THE
BUSINESS AND INTERNATIONAL
EDUCATION (BIE) Program
(CFDA NUMBER: 84.153A)

CLOSING DATE: APRIL 23, 2009

Application for New Awards Under the Business and International Education (BIE) Program Table of Contents

PROGRAM SPECIFIC INSTRUCTIONS AND FORMS

STANDARD INSTRUCTIONS AND FORMS

Dear Applicant:

Thank you for your interest in applying for a grant under the Business and International Education (BIE) program. This letter highlights a few items in the Fiscal Year (FY) 2009 application package that will be important to you in applying for grants under this program and additional information you may be required to provide. Please review the entire application package carefully before preparing and submitting your application.

The BIE program provides grants to institutions of higher education that enter into an agreement with a trade association to improve the academic teaching of the business curriculum and to conduct outreach activities that will assist the local business community to compete in the global arena.

For the Fiscal Year (FY) 2009 competition, there is one competitive preference priority, and there are three invitational priorities for this program. The U.S. Department of Education (Department) strongly encourages all applicants to give consideration to these priorities. Each such application shall also include an assurance that, where applicable, the activities funded by the grant will reflect diverse perspectives and a wide range of views on world regions and international affairs. For additional information about the competitive preference priority and the three invitational priorities, refer to the Federal Register Notice Inviting Applications for New Awards for FY 2009. Information on the BIE Program is accessible at Department's Web site at:

<div align="center">

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

</div>

Please be sure to thoroughly review the entire application booklet for information concerning the BIE Program. Applicants should pay particular attention to the section entitled "Competition Highlights" that outlines invitational and competitive priorities as well as other program and competition details.

The Department of Education is requiring that applications for FY 2009 grants under the BIE Program be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early. A more thorough discussion is included in the application package. Grants.gov is accessible through its portal page at:

<div align="center">

http://www.grants.gov

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We also urge you to consider the following three extremely important administrative factors if you are planning to apply for this program:

1. We strongly encourage you to register in Grants.gov early. The registration procedures may require 5 or more days to complete.

2. We strongly recommend that you submit your application 2-3 days prior to the closing date. The time it takes to upload an application will vary depending on your application and the speed of your Internet connection.

The application submission process must be complete prior to the deadline for transmittal of applications.

3. In order to submit successfully, you must remember to provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

After you electronically submit your application, <u>you will first receive an e-mail from Grants.gov</u> acknowledging the date and time at which your application was received. You will receive a <u>second e-mail from Grants.gov</u> that will state that your application has been validated OR that your application was rejected with errors. If your application is validated, you will <u>receive a third e-mail</u> from the Department of Education with an assigned PR/Award number, which is an ED-specified identifying number that is unique to your application. **This third confirmation by e-mail, with a PR/Award number assigned, is the e-mail that verifies that your application was submitted on time by the closing date. This may take several days.**

For information (including dates and times) about how to submit your application electronically please refer to the official Notice Inviting Applications for New Awards for FY 2009 published in the <u>Federal Register</u>. The <u>Federal Register</u> Notice Inviting Applications for New Awards and application instructions are included in this package. You are encouraged to fully review the Closing Date Notice carefully before preparing your application.

You are reminded that the document published in the <u>Federal Register</u> (the Closing Date notice) is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

A program officer is available to provide technical assistance if you have any questions after reviewing the application. Please refer to the introduction that follows for the names and telephone numbers of the contact persons.

We look forward to receiving your application and appreciate your efforts to promote excellence in international education.

Sincerely,

/signed/

Vickie L. Schray
Acting Deputy Assistant Secretary
for Higher Education Programs

2009 Business and International Education Competition Highlights

1.   **BIE applications submitted for FY 2009 must be submitted electronically using Grants.gov**. You are urged to acquaint yourself with the requirements of Grants.gov early as the registration procedures may require five or more days to complete. A more thorough discussion is included later in this application package. Grants.gov is accessible through its portal page at:

http://www.grants.gov

2.   It is important to know that the Grants.gov site works differently than the Department's e-Application system, used in past competitions.

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

3.   BIE applications submitted for FY 2009 must certify that where applicable, the activities funded in their grant application will reflect diverse perspectives and a wide range of views on world regions and international affairs.

4.   In the FY 2009 competition, the Department is particularly interested in applications that meet the following program priorities:

    a.   Competitive Preference Priority**:**   An additional five competitive preference priority points may be awarded to applications from institutions that propose the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.

    b.   Invitational Priorities (3):

        i.   Invitational Priority I:. Projects that focus on any of the seventy-eight (78) languages deemed critical on the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs) found below. This list includes the following: Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo, Maninka, Dyula), Belarusian, Bengali

(Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukranian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

      ii.   <u>Invitational Priority II:</u> Projects that focus on developing, improving and/or disseminating best practices of international business training programs, teaching and curriculum development to increase American competitiveness.

      iii.   <u>Invitational Priority III:</u> Projects that focus on increasing the numbers of underrepresented minorities in foreign languages and area and international studies.

Please note that these invitational priorities are explained in detail in the Closing Date notice contained in this application package. You are urged to fully review the Closing Date notice carefully before preparing your application.

5. The project abstract is limited **to one page, single-spaced**. The abstract must be uploaded into the ED abstract form.

6. Please note that you must submit your application by 4:30:00 p.m. (Washington, D.C. time) on or before the application deadline date. Late applications <u>will not be accepted</u>. **We suggest that you submit your application several days before the deadline.** 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 and time.

7. Electronic submission of applications is required; therefore, you must submit an electronic application unless you follow the procedures outlined in the <u>Federal Register</u> notice inviting applications for new awards for FY 2009 and qualify for one of the exceptions to the electronic submission requirement.

8. All applicants are required to adhere to the 40-page limit for the Program Narrative portion of the application.   The <u>Federal Register</u> notice contains the specific standards for preparing the Program Narrative.

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

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. (This is different from e-Application, where you are working online and saving data to the Department's database.) You must provide the DUNS number that was used when your organization registered with the Central Contractor Registry (CCR).

Please go to http://www.grants.gov/ForApplicants and click on "help" at the top of the screen. For additional tips refer to the page 59 of this application booklet.

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

Supplemental Information and Instructions

General Information
The following information supplements the information provided in the "Dear Applicant" letter and the Notice.

A.   Eligible Applicants

Institutions of higher education that enter into agreements with business enterprises, trade organizations or associations that are engaged in international economic activity—or a combination of associations—for the purpose of pursuing the activities authorized under this program**.**

B.   BIE Program Profile

All applicants must complete the information requested on this page. Using the profile, the applicant will provide information on Assurances and Priorities. **Do not modify, amend or delete any of this document.**

C.   BIE Program Assurances

All applicants must comply with the BIE statutory requirements. In accordance with the requirements of the statute, each funded project shall both enhance the international academic program of the institution and provide appropriate assistance to the business community, which will expand its capacity to engage in commerce abroad.   All applicants must assure that where applicable, the activities funded by the grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

D.   BIE Agreement

The authorizing statute requires that each application be accompanied by a copy of the "Agreement" entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations, or association, for the purposes of establishing, developing, improving, or expanding activities eligible for assistance under Section 613 (b) of the statute.

Include a copy of the all "Agreement(s)", for each party in the "Other Attachments Forms" section of the application. The content of the" Agreement(s)" should provide sufficient detail to show how the assistance (e.g. technical or monetary assistance) furthers the establishment, improvement or expansion of the eligible activities, and should describe the responsibilities incumbent upon each party to the "Agreement(s)."

E. **Criteria for Funding**

All applications for grants under the BIE program will be evaluated using the selection criteria listed in the program regulations (34 CFR 664).

F. **Length of New Award**

Applicants may apply for a maximum grant performance period up to twenty-four months.

G. **Financial Provisions**

a. We will reject any application that proposes a budget exceeding $95,000 for a single budget period of 12 months.

Up to 8% indirect costs rate is allowed under this grant. Institutions with a higher negotiated indirect cost can not use the un-recovered indirect cost as a part of their matching.

H. **Evaluation of Applications for Awards**

A three-member panel of non-federal reviewers reviews each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion.

I. **Selection of Grantees**

The Secretary will select an application for funding in rank order, based on the application's total score for the selection criteria and competitive preference priority points. If there are insufficient funds to fund all applications with the same total score, the Secretary will choose among the tied applications.

J. **Applicant Funding**

The Department is often unable to award the full amount of funds requested. Applicants should pay close attention to the "Maximum Award" section of the Notice. The Department will not fund any application at an amount exceeding the applicable maximum award level.

K. **Notice to Successful Applicants**

The Department's Office of Legislation and Congressional Affairs will inform the Congress regarding applicants approved for new BIE grants. Successful applicants will receive award notices by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified. Notification generally occurs in the month of April.

L. **Notice to Unsuccessful Applicants**

Unsuccessful applicants will be notified in writing following the notice to successful applicants.

M.   Performance Reports

All BIE grantees must submit project performance reports using the International Resource Information System (IRIS) electronic reporting system. If you wish to view the performance report currently required, visit the IEPS-IRIS Web site at **http://www.ieps-iris.org/iris/pdfs/BIE.pdf**. Please be advised that the report is for informational purposes only, and does not reflect the actual reporting instrument that you will use, should you receive a FY 2009 grant award. The performance report will assist IEPS staff in determining whether or not the BIE project is making substantial progress toward meeting the approved project objectives and whether or not a continuation award (if applicable) is in the best interest of the federal government. **Project Directors will be responsible for overall project reports as well as entering project participant information into the system and ensuring that participants complete and submit individual reports**.

The IRIS reporting instrument includes sections for grantees to input data and information that respond to the Government Performance and Results Act (GPRA) to assess overall program performance.

CONTACT PERSON

For program-related questions and assistance, please contact:

Program Officer: Tanyelle Richardson
Address: International Education Programs Service (IEPS)
                       U.S. Department of Education
                       1990 K Street, N.W., 6th Floor, Room 6017
                       Washington, DC 20006-8521
Telephone: (202) 502-7626
Fax: (202) 502-7859
E-mail Address: Tanyelle.Richardson@ed.gov

For technical and Grants.gov-related questions and assistance, please contact:

Grants.gov Support Desk
Telephone: (800)-518-4726
Hours: Monday – Friday, 7am-9pm EST4000-01-U

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Business and International Education Program

Notice inviting applications for new awards for fiscal year

(FY) 2009.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.153A.

Dates:

Applications Available: March 24, 2009.

Deadline for Transmittal of Applications: April 23, 2009.

Deadline for Intergovernmental Review: June 22, 2009.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The Business and International Education Program provides grants to enhance international business education programs and to expand the capacity of the business community to engage in international economic activities.

Priorities: This competition includes one competitive preference priority and three invitational priorities that are explained in the following paragraphs.

Competitive Preference Priority: In accordance with 34 CFR 75.105(b)(2)(ii), this priority is from the regulations for this program (34 CFR 661.32). For FY 2009, this priority is a competitive preference priority. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets this priority.

This priority is:

The establishment of internships overseas to enable foreign language students to develop their foreign language skills and their knowledge of foreign cultures and societies.

Invitational Priorities: For FY 2009, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority I:

Applications that focus on any of the following seventy-eight (78) languages selected from the U.S. Department of Education's list of Less Commonly Taught Languages (LCTLs):

Akan (Twi-Fante), Albanian, Amharic, Arabic (all dialects), Armenian, Azeri (Azerbaijani), Balochi, Bamanakan (Bamana, Bambara, Mandikan, Mandingo,

Maninka, Dyula), Belarusian, Bengali (Bangla), Berber (all languages), Bosnian, Bulgarian, Burmese, Cebuano (Visayan), Chechen, Chinese (Cantonese), Chinese (Gan), Chinese (Mandarin), Chinese (Min), Chinese (Wu), Croatian, Dari, Dinka, Georgian, Gujarati, Hausa, Hebrew (Modern), Hindi, Igbo, Indonesian, Japanese, Javanese, Kannada, Kashmiri, Kazakh, Khmer (Cambodian), Kirghiz, Korean, Kurdish (Kurmanji), Kurdish (Sorani), Lao, Malay (Bahasa Melayu or Malaysian), Malayalam, Marathi, Mongolian, Nepali, Oromo, Panjabi, Pashto, Persian (Farsi), Polish, Portuguese (all varieties), Quechua, Romanian, Russian, Serbian, Sinhala (Sinhalese), Somali, Swahili, Tagalog, Tajik, Tamil, Telugu, Thai, Tibetan, Tigrigna, Turkish, Turkmen, Ukrainian, Urdu, Uyghur/Uigur, Uzbek, Vietnamese, Wolof, Xhosa, Yoruba, and Zulu.

Invitational Priority II:

Applications that focus on one or more of the following: developing, improving and disseminating best practices of international business training programs, teaching, and curriculum development to increase American competitiveness.

Invitational Priority III:

Applications that focus on increasing the numbers of underrepresented minorities in foreign languages and area and international studies.

Program Authority: 20 U.S.C. 1130-1130b.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 81, 82, 84, 85, 86, 97, 98, and 99. (b) The regulations in 34 CFR parts 655 and 661.

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

Areas of National Need:

In accordance with section 601(c) of the Higher Education Act of 1965, as amended (HEA), 20 U.S.C. 1121 (c), the Secretary has consulted with and received recommendations regarding the national need for expertise in foreign languages and world regions from the head officials of a wide range of Federal agencies. These recommendations have been taken into account in developing the request for applications for funding during this grant cycle. A list of foreign languages and world regions identified as areas of national need may be found on the following web sites:

http://www.ed.gov/about/offices/list/ope/policy.html

http://www.ed.gov/programs/iegpsbie/legislation.html

Also included on these web sites are the specific recommendations the Secretary received from Federal agencies.

Program Assurances: Each application must include an assurance that, where applicable, the activities funded by this grant will reflect diverse perspectives and a wide range of views on world regions and international affairs. (20 U.S.C. 1130a(c)).

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: We propose to allocate $2,223,961 for new awards for this program for FY 2009. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriates funds for this program.

Estimated Range of Awards: $50,000-$95,000.

Estimated Average Size of Awards: $84,000.

Maximum Award: We will reject any application that proposes a budget exceeding $95,000 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: 25.

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

Project Period: Up to 24 months.

III. Eligibility Information

1. Eligible Applicants: Institutions of higher education that have entered into agreements with business enterprises, trade organizations, or associations that are engaged in international economic activity--or a combination or consortium of these enterprises, organizations, or associations--for the purposes of pursuing the activities authorized under this program.

2. Cost Sharing or Matching: The matching requirement is described in section 613(d) of the HEA, (20 U.S.C. 1130a(d)). The HEA provides that the applicant's share of the total cost of carrying out a program supported by a grant under the Business and International Education Program must be no less than 50 percent of the total cost of the project in each fiscal year. The non-Federal share of the cost may be provided either in-kind or in cash.

IV. Application and Submission Information

1. Address to Request Application Package: Tanyelle Richardson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., room 6017, Washington, DC 20006-8521. Telephone:

(202) 502-7626 or by e-mail:

tanyelle.richardson@ed.gov.

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

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the program contact person listed in this section.

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

Page Limit: The application narrative 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 no more than 40 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. Page numbers and an identifier may be outside of the 1" margin.

- Double space (no more than three lines per vertical

inch) all text in the application narrative, <u>except</u>
titles, headings, footnotes, quotations, references,
captions, and all text in charts, tables, figures, and
graphs. These items may be single-spaced. Charts,
tables, figures, and graphs in the application
narrative count toward the page limit.

- Use a font that is either 12 point or larger or
  no smaller than 10 pitch (characters per inch).
  However, you may use a 10 point font in charts,
  tables, figures, and graphs.

- 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
Application for Federal Assistance face sheet (SF
424); the supplemental information form required by
the Department of Education; Part II, the budget
information summary form (ED Form 524); and Part IV,
the assurances and certifications. The page limit
also does not apply to a table of contents. However,
the page limit does apply to all of the application
narrative section [Part III]. If you include any
attachments or appendices not specifically requested,
these items will be counted as part of the application

narrative [Part III] for purposes of the page limit
requirement. You must include your complete response
to the selection criteria in the application
narrative.

We will reject your application if you exceed the
page limit.

3. Submission Dates and Times:
Applications Available: March 24, 2009.
Deadline for Transmittal of Applications: April 23,
2009.

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. Other Submission Requirements of this
notice.

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

Individuals with disabilities who need an
accommodation or auxiliary aid in connection with the
application process should contact the person listed
under For Further Information Contact in section VII
of this notice. If the Department provides an

accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice. Deadline for Intergovernmental Review: June 22, 2009.

    4. <u>Intergovernmental Review</u>: 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. <u>Funding Restrictions</u>: We reference regulations outlining funding restrictions in the <u>Applicable Regulations</u> section of this notice.

    6. <u>Other Submission Requirements</u>: Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

    a. <u>Electronic Submission of Applications</u>.

    Applications for grants under the Business and International Education Program, CFDA number 84.153A, must be submitted electronically using the Governmentwide Grants.gov Apply site at 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 Business and International Education Program at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.153 not 84.153A).

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 4:30:00 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

4:30:00 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 4:30:00 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 program 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
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
www.grants.gov/section910/Grants.govRegistrationBrochu
re 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.

o 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.

o 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.

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

o 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).

o 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 4:30:00 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 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under <u>For Further Information Contact</u> in section VII of 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 4:30:00 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.

<u>Note</u>: 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.

<u>Exception to Electronic Submission Requirement</u>: 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;

<center><u>and</u></center>

- 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 prevents 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: Tanyelle Richardson, U.S. Department of Education, 1990 K Street, NW., room 6017, Washington, DC 20006-8521. FAX: (202) 502-7859.

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 following address:

```
U.S. Department of Education
Application Control Center
Attention:  (CFDA Number 84.153A)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC  20202-4260
```

 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 84.153A)
> 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 4:30:00 p.m., Washington,

DC time, except Saturdays, Sundays, and Federal

holidays.

<u>Note for Mail or Hand Delivery of Paper Applications</u>:

If you mail or hand deliver your application to the

Department--

(1) You must indicate on the envelope and--if

not provided by the Department--in Item 11 of the SF

424 the CFDA number, including suffix letter, if any,

of the competition under which you are submitting your

application; and

(2) The Application Control Center will mail to

you a notification of receipt of your grant

application. If you do not receive this notification

within 15 business days from the application deadline

date, you should call the U.S. Department of Education

Application Control Center at (202) 245-6288.

V. Application Review Information

1. <u>Selection Criteria</u>: The selection criteria

for this program are in 34 CFR 661.31 and are as

follows: (a) need for the project (25 points); (b)
plan of operation (20 points); (c) qualifications of
the key personnel (10 points); (d) budget and cost
effectiveness (15 points); (e) evaluation plan (25
points); and (f) adequacy of resources (5 points).

2. <u>General</u>: For FY 2009, applications are
randomly divided into groupings. International
business and outreach experts, organized into panels
of three, will review each application. Each panel
reviews, scores, and ranks its applications separately
from the applications assigned to the other panels.
However, ultimately, all applications, without being
divided into groups, will be ranked from the highest
to the lowest score for funding purposes.

VI. Award Administration Information

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

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

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

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

3. Reporting: At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. Grantees are required to use the electronic data instrument, International Resource Information System (IRIS), to complete both the annual and final reports. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to www.ed.gov/fund/grant/apply/appforms/appforms.html.

4. Performance Measures: The purpose of the Business and International Education Program (BIE) is to provide funds to institutions of higher education that enter into agreements with trade associations or businesses for one or both of the following purposes: to improve the academic teaching of the business

curriculum at institutions of higher education and to conduct outreach activities that expand the capacity of the business community to engage in international economic activities.

The Department will use the following BIE measures to evaluate its success in meeting this objective:

Performance Measure 1: The number of outreach activities that are adopted or disseminated within a year, divided by the total number of BIE outreach activities conducted in the current reporting period.

Performance Measure 2: Percentage of all BIE projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

Efficiency Measure: Cost per high-quality, successfully completed project.

The Department will use information provided by grantees in their performance reports submitted via IRIS as the source of data for these measures. Reporting screens for institutions can be viewed at: http://www.ieps-iris.org/iris/pdfs/BIE.pdf.

VII. Agency Contact

For Further Information Contact: Ms. Tanyelle Richardson, International Education Programs Service, U.S. Department of Education, 1990 K Street, NW., room

6017, Washington, DC 20006-8521. Telephone: (202)

502-7626 or by e-mail: tanyelle.richardson@ed.gov.

If you use a TDD, call the FRS, toll free, at 1-

800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can

obtain this document and a copy of the application

package in an accessible 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 of 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.

Delegation of Authority: The Secretary of Education

has delegated authority to Daniel T. Madzelan,

Director, Forecasting and Policy Analysis for the

Office of Postsecondary Education to perform the

function of the Assistant Secretary for Postsecondary

Education.

Dated: March 19, 2009

                                              _____

                                              Daniel T. Madzelan,
Director,
Forecasting and Policy
Analysis.

Authorizing Legislation and Regulations

TITLE 34—EDUCATION

CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION

PART 655--INTERNATIONAL EDUCATION PROGRAMS--GENERAL PROVISIONS
Table of Contents

Subpart A--General

Sec. 655.1 Which programs do these regulations govern?

   The regulations in this part govern the administration of the following programs in international education:
   (a) The National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies (section 602 of the Higher Education Act of 1965, as amended);
   (b) The Language Resource Centers Program (section 603);
   (c) The Undergraduate International Studies and Foreign Language Program (section 604);
   (d) The International Research and Studies Program (section 605); and
   (e) The Business and International Education Program (section 613).

(Authority: 20 U.S.C. 1121-1130b)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64 FR 7739, Feb. 16, 1999]

Subpart A--General

Sec. 655.3 What regulations apply to the International Education Programs?

   The following regulations apply to the International Education Programs:
   (a) The Education Department General Administrative Regulations (EDGAR) as follows:
   (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
   (2) 34 CFR part 75 (Direct Grant Programs).
   (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).
   (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities), except that part 79 does not apply to 34 CFR parts 660, 669, and 671.
   (5) 34 CFR part 82 (New Restrictions on Lobbying).
   (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
   (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
   (b) The regulations in this part 655; and
   (c) As appropriate, the regulations in--
   (1) 34 CFR part 656 (National Resource Centers Program for Foreign Language and Area Studies or Foreign Language and International Studies);
   (2) 34 CFR part 657 (Foreign Language and Area Studies Fellowships Program);
   (3) 34 CFR part 658 (Undergraduate International Studies and Foreign Language Program);

(4) 34 CFR part 660 (International Research and Studies Program);

(5) 34 CFR part 661 (Business and International Education Program); and

(6) 34 CFR part 669 (Language Resource Centers Program).

(Authority: 20 U.S.C. 1121-1127; 1221e-3)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64
FR 7739, Feb. 16, 1999]
Sec. 655.4 What definitions apply to the International Education Programs?

(a) Definitions in EDGAR. The following terms used in this part and 34 CFR parts 656,
657, 658, 660, 661, and 669 are defined in 34 CFR part 77:

Acquisition	Applicant	Application
Award	Budget	Contract
EDGAR	Equipment	Facilities
Fiscal year	Grant	Grantee
Grant period	Local educational agency	Nonprofit
Project	Project period	Private
Public	Secretary	State educational agency
Supplies		

(Authority: 20 U.S.C. 1121-1127)

(b) Definitions that apply to these programs: The following definition applies to
International Education Programs:
   Combination of institutions of higher education means a group of institutions of higher
education that have entered into a cooperative arrangement for the purpose of carrying
out a common objective, or a
public or private nonprofit agency, organization, or institution designated or created by a
group of institutions of higher education for the purpose of carrying out a common
objective on their behalf.
   Critical languages means each of the languages contained in the list of critical
languages designated by the Secretary pursuant to section 212(d) of the Education for
Economic Security Act, except that, in the
implementation of this definition, the Secretary may set priorities according to the
purposes of title VI of the Higher Education Act of 1965, as amended.
   Institution of higher education means, in addition to an institution that meets the
definition of section 101(a) of the Higher Education Act of 1965, as amended, an
institution that meets the requirements of
section 101(a) except that (1) it is not located in the United States, and (2) it applies for
assistance under title VI of the Higher Education Act of 1965, as amended, in consortia
with institutions that meet the
definitions in section 101(a).

(Authority: 20 U.S.C. 1121-1127, and 1141)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993; 64
FR 7739, Feb. 16, 1999]
   Subpart B--What Kinds of Projects Does the Secretary Assist?

Sec. 655.10 What kinds of projects does the Secretary assist?

   Subpart B of 34 CFR parts 656, 657, 658, 660, 661, and 669 describes the kinds of
projects that the Secretary assists under the International Education Programs.

(Authority: 20 U.S.C. 1021-1027)

[47 FR 14116, Apr. 1, 1982, as amended at 58 FR 32575, June 10, 1993, 64
FR 7739, Feb. 16, 1999]

Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?

Sec. 655.30 How does the Secretary evaluate an application?

The Secretary evaluates an applications for International Education Programs on the basis of--
   (a) The general criteria in Sec. 655.31; and
   (b) The specific criteria in, as applicable, subpart D of 34 CFR parts 658, 660, 661, and 669.

(Authority: 20 U.S.C. 1121-1127)

[64 FR 7739, Feb. 16, 1999]

Sec. 655.**31** What general selection criteria does the Secretary use?

   (a) Plan of operation. (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.
   (2) The Secretary looks for information that shows--
   (i) High quality in the design of the project;
   (ii) An effective plan of management that ensures proper and efficient administration of the project;
   (iii) A clear description of how the objectives of the project relate to the purpose of the program;
   (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and
   (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as--
   (A) Members of racial or ethnic minority groups;
   (B) Women; and
   (C) Handicapped persons.
   (b) Quality of key personnel. (1) The Secretary reviews each application for information that shows the quality of the key personnel the applicant plans to use on the project.
   (2) The Secretary looks for information that shows--
   (i) The qualifications of the project director (if one is to be used);
   (ii) The qualifications of each of the other key personnel to be used in the project. In the case of faculty, the qualifications of the faculty and the degree to which that faculty is directly involved in the actual teaching and supervision of students; and
   (iii) The time that each person referred to in paragraphs (b)(2) (i) and (ii) of this section plans to commit to the project; and
   (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as members of racial or ethnic minority groups, women, handicapped persons, and the elderly.
   (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
   (c) Budget and cost effectiveness. (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
   (2) The Secretary looks for information that shows--
   (i) The budget for the project is adequate to support the project activities; and
   (ii) Costs are reasonable in relation to the objectives of the project.
   (d) Evaluation plan. (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
   (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
   (e) Adequacy of resources. (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.

(2) The Secretary looks for information that shows--

(i) Other than library, facilities that the applicant plans to use are adequate (language laboratory, museums, etc.); and

(ii) The equipment and supplies that the applicant plans to use are adequate.

(Authority: 20 U.S.C. 1121-1127)

Sec. 655.32 What additional factors does the Secretary consider in making grant awards?

Except for 34 CFR parts 656, 657, and 661, to the extent practicable and consistent with the criterion of excellence, the Secretary seeks to achieve an equitable distribution of funds throughout the Nation.

(Authority: 20 U.S.C. 1126(b)).

[58 FR 32575, June 10, 1993]

 [Code of Federal Regulations]
[Title 34, Volume 3]
[Revised as of July 1, 2001]
From the U.S. Government Printing Office via GPO Access
[**CITE**: **34CFR661**.**1**]

Code of Federal Regulations

U.S. DEPARTMENT OF EDUCATION
GENERAL ADMINISTRATIVE REGULATIONS
(Title 34 Of The Code Of Federal Regulations (CFR) Chapter VI (7-1-01 Edition)
Part 661- Business and International Education (BIE) Program Final Rule

Subpart A--General

Sec. 661.**1** What is the Business and International Education Program?

The Business and International Education Program is designed to promote linkages between institutions of higher education and American businesses engaged in international economic activities. The purpose of
each project assisted under this part is both to enhance the international academic programs of institutions of higher education, and to provide appropriate services to the business community that will enable it to expand its capacity to sell its goods and services outside the United States.

Sec. 661.2 Who is eligible to apply for a grant under the Business and International Education Program?

Under this program the Secretary considers applications from institutions of higher education that have entered into agreements with business enterprises, trade organizations or associations engaged in
international economic activity--or a combination or consortium of these enterprises, organizations or associations--for the purposes of pursuing the activities authorized under this program.

Sec. 661.3 What regulations apply?

The following regulations apply to this program:
(a) The regulations in 34 CFR part 655.
(b) The regulations in this part 661.

Sec. 661.4 What definitions apply to the Business and International Education Program?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

Acquisition	Applicant	Application
Award	Budget	Contract
EDGAR	Equipment	Facilities
Fiscal year	Grant	Grantee
Grant period	Local educational agency	Nonprofit
Project	Project period	Private
Public	Secretary	State educational agency
Supplies		

(b) Definitions in 34 CFR part 655. The following terms used in this part are defined in 34 CFR part 655.4(b):

Combinations of institutions
Institution of higher education
Subpart B--What Kinds of Activities Does the Secretary Assist Under This Program?

Sec. 661.10 What activities does the Secretary assist under this program?

The activities that the Secretary may assist institutions of higher education to conduct under this program, include but are not limited to--

(a) Innovation and improvement of international education curricula to serve the needs of the business community, including the development of new programs for nontraditional, mid-career, or part-time students;

(b) Development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;

(c) Internationalization of curricula at junior and community colleges, and at undergraduate and graduate schools of business;

(d) Development of area studies programs and interdisciplinary international programs;

(e) Establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

(f) Research for and development of teaching materials relating to international education, including language materials, and facilities appropriate to business-oriented students;

(g) Establishment of student and faculty fellowships and internships for training and education in international business activities;

(h) Development of opportunities for business and other professional school junior faculty to acquire or strengthen international skills and perspectives;

(i) Development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;

(j) The establishment of internships overseas to enable foreign language students to develop their foreign language skills and their knowledge of foreign cultures and societies;

(k) Establishing linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this program; and

(l) Summer institutes in international business, foreign area, and other international studies designed to carry out the purposes of this program.

Sec. 661.20 What must an application include?

An institution that applies for a grant under this program shall include the following in its application:

(a)(1) A copy of the agreement between the applicant and the other party or parties described in Sec. 661.2 for the purpose of carrying out the activities for which the applicant seeks assistance.

(2) The agreement must be signed by all parties and it must describe the manner in which the business enterprise, trade association, or organization will assist in carrying out the activities proposed in the application.

(b) An assurance that the applicant will use the funds to supplement and not to supplant activities conducted by the applicant.

(c) An assurance that, where applicable, the activities funded by the grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

Sec. 661.30 How does the Secretary evaluate an application?

(a) The Secretary evaluates an application for a grant under this program on the basis of the criteria in Sec. 661.31.

(b) The Secretary awards up to 100 possible points for these criteria. The maximum possible points for each criterion are shown in parentheses.

Subpart D--How Does the Secretary Make a Grant?

Sec. 661.31 What selection criteria does the Secretary use?

The Secretary uses the following criteria to evaluate applications for a grant under this program.

(a) Plan of operation. (Maximum 20 points) (See 34 CFR 655.31(a).)

(b) Qualifications of the key personnel. (Maximum 10 points) (See 34 CFR 655.31(b).)

(c) Budget and cost effectiveness. (Maximum 15 points) (See 34 CFR 655.31(c).)

(d) Evaluation plan. (Maximum 25 points) (See 34 CFR 655.31(d).)

(e) Adequacy of resources (Maximum 5 points) (See 34 CFR 655.31(e).)

(f) Need for the project. (Maximum 25 points)

The Secretary reviews each application for information that shows the need for the project, and the extent to which the proposed project will promote linkages between institutions of higher education and the
business community involved in international economic activities.

Sec. 661.32 What priorities may the Secretary establish?

(a) The Secretary may each year establish priorities for funding from the activities described in Sec. 661.10.

(b) The Secretary announces any priorities in the application notice published in the Federal Register.

Subpart E--What Conditions Must be Met by a Grantee?

Sec. 661.40 What are the matching requirements?

A grantee shall pay a minimum of 50 percent of the cost of the project for each fiscal year.

(Authority: 20 U.S.C. 1130a)

TITLE VI OF THE HIGHER EDUCATION ACT
Part B - BUSINESS AND INTERNATIONAL EDUCATION PROGRAM

FINDINGS AND PURPOSES

Section 611 (a) The Congress finds that--

(1) the future economic welfare of the United States will depend substantially on increasing international skills in the business community and creating an awareness among the American public of the internationalization of our economy;

(2) concerted efforts are necessary to engage business schools, language and area study programs, public and private sector organizations, and United States business in a mutually productive relationship which benefits the Nation's future economic interest;

(3) few linkages presently exist between the manpower and information needs of United States business and the international education, language training and research capacities of institutions of higher education in the United States, and public and private organizations; and

(4) organizations such as world trade councils, world trade clubs, chambers of commerce and State departments of commerce are not adequately used to link universities and business for joint venture exploration and program development.

(b) It is the purpose of this part-

(1) to enhance the broad objective of this Act by increasing and promoting the Nation's capacity for international understanding and economic enterprise through the provision of suitable international education and training for business personnel in various stages of professional development; and

(2) to promote institutional and noninstitutional educational and training activities that will contribute to the ability of United States business to prosper in an international economy.

SEC. 613 EDUCATION AND TRAINING PROGRAMS

(a) PROGRAM AUTHORIZED.-The Secretary shall make grants to, and enter into contracts with, institutions of higher education to pay the Federal share of the cost of programs designed to promote linkages between such institutions and the American business community engaged in international economic activity. Each program assisted under this part shall both enhance the international academic programs of institutions of higher education and provide appropriate services to the business community which will expand its capacity to engage in commerce abroad.

(b) AUTHORIZED ACTIVITIES.-Eligible activities to be conducted by institutions of higher education under this section shall include**,**

(1) innovation and improvement in international education curricula to serve the needs of the business community, including development of new programs for nontraditional, mid-career, or part-time students;

(2) development of programs to inform the public of increasing international economic interdependence and the role of American business within the international economic system;

(3) internationalization of curricula at the junior and community college level, and at undergraduate and graduate schools of business;

(4) development of areas studies programs and interdisciplinary international programs;

(5) establishment of export education programs through cooperative arrangements with regional and world trade centers and councils, and with bilateral and multilateral trade associations;

(6) research for and development of specialized teaching materials, including language materials, and facilities appropriate to business-oriented students;

(7) establishment of student and faculty fellowships and internships for training and education in international business activities;

(8) development of opportunities for junior business and other professional school faculty to acquire or strengthen international skills and perspectives;

(9) development of research programs on issues of common interest to institutions of higher education and private sector organizations and associations engaged in or promoting international economic activity;

(10) the establishment of internships overseas to enable foreign language students to develop their foreign language skills and knowledge of foreign cultures and societies.

(11) the establishment of linkages overseas with institutions of higher education and organizations that contribute to the educational objectives of this section; and

(12) summer institutes in international business, foreign area and other international studies designed to carry out the purposes of this section.

 (c) APPLICANTS.-No grant may be made and no contact may be entered into under the provisions of this part unless an institution of higher education submits an application at such time and in such manner as the Secretary may reasonably require. Each such application shall be accompanies by a copy of the agreement entered into by the institution of higher education with a business enterprise, trade organization or association engaged in international economic activity, or a combination or consortium of such enterprises, organizations or associations, for the purpose of establishing, developing, improving or expanding activities eligible for assistance under subsection (b) of this section. Each such application shall contain assurances that the institution of higher education will use the assistance provided under this part to supplement and not to supplant activities conducted by

institutions of higher education described in subsection (b) Each such application shall include an assurance that, where applicable, the activities funded by the grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

(d) FEDERAL SHARE.-The Federal share under this part for each fiscal year shall not exceed 50 per centum of the cost of such program.

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-20012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Increase student achievement, reward qualified teachers, and renew troubled schools so that every student can read and do math at grade level by 2014, as called for by the No Child Left Behind Act.

Goal 2: Encourage more rigorous and advanced coursework to improve the academic performance of our middle and high school students.

Goal 3: Work with colleges and universities to improve access, affordability, and accountability, so that our higher education system remains the world's finest.

The performance indicators for the International Education Programs are part of the Department's plan for meeting Goal 3.

What is the Performance Indicator for the Business and International Education Program?

The objective of the BIE program is to meet the nation's security and economic needs through the development of a national capacity in foreign languages, and area and international studies. Under the Government Performance and Results Act, the Department will use the following measures to evaluate the success of the program in meeting this objective.

BIE Performance Measures:

a. Number of outreach activities that are adopted or disseminated within a year, divided by the total number of BIE outreach activities conducted in the current reporting period.

b. Percentage of BIE projects judged to be successful by the program officer, based on a review of information provided in annual performance reports.

The information provided by grantees in their performance repots submitted via the electronic International Resource Information System (IRIS) will be the source of data for this measure.

Business and International Education
Program Profile

INSTRUCTIONS: *ALL applicants must complete and submit this profile. You may copy or recreate this form, but do not amend or modify the required information or format.* *Please complete all sections of this form. Upon completion, attach this document as a .doc, .rtf or .pdf into Part III of the "Other Attachments Form" of the Grants.gov application package.*

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1. Name of Institution/Campus Requesting: (Use your institution's complete name. If your institution is a branch campus, use the parent institution's name but follow it with the name of the branch campus. For example, you would cite the State University of New York, Brockport Campus.)

DUNS#:

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2. Applicant Address: (All applicants must indicate the address where the project will be located)

Project Address:

City: State: Zip:

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3. Participating Agreement Partner(s)

3a. Name of Applicant Institution (Lead):
3b. Name of Agreement Partner(s)   Location (city/state/country)
1.
2.
3.

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4. Program Assurance:

☐ By checking this box, the applicant certifies that where applicable, the activities funded in this grant will reflect diverse perspectives and a wide range of views on world regions and international affairs.

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5. Competitive Preference Priority: ☐ By checking this box, the applicant certifies that they are applying under the FY 2009 Competitive Priority as announced in the Federal Register Notice.

6. Invitational Priority 1: ☐ By checking this box, the applicant certifies that they are applying under the FY 2009 Invitational Priority 1 as announced in the Federal Register Notice.

7. Invitational Priority 2: ☐ By checking this box, the applicant certifies that they are applying under the FY 2009 Invitational Priority 2 as announced in the Federal Register Notice.

8. Invitational Priority 3: ☐ By checking this box, the applicant certifies that they are applying under the FY 2009 Invitational Priority 3 as announced in the Federal Register Notice.

Instructions for Completing
the BIE Application Package

The BIE application consists of four parts. These parts are organized in the same manner that the submitted application should be organized. The parts are as follows:

Part I: **424 Forms**

Application for Federal Assistance – (SF 424)
Department of Education Supplemental Information Form for SF 424

Notes

- Applicants must complete the SF 424 form first because some of the information you provide here is automatically inserted into other sections of the Grants.gov application package.
- Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although the form accepts attachments, the Department of Education will only review materials/files attached to the forms listed below.

Part II: **524 Forms**

Department of Education Budget Summary Form – (ED 524)
Sections A & B

*Note: Section C – Budget Narrative should be included in the Program Narrative Attachment Form, located in Part III.

Part III: **Program Narrative**

ED Abstract Form
Project Narrative Attachment Form
Other Narrative Attachments Form
Budget Narrative Attachment Form

The ED Abstract Form is where you would attach your program abstract.

The Project Narrative Attachment Form will include the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this competition – this section has a strict page limit of 40 pages. Remember to include a Table of Contents before the narrative.

The Other Attachments Form is where you would attach proposal appendices. Examples may include a detailed agreement(s), program assurances (see closing date notice) curriculum vitas of key personnel, letters of support, examples of evaluation materials, etc.

The Budget Narrative Attachment Form is where you would attach any supplemental budget information not included in your project narrative. This section does not count against your page limit of 40 pages.

*   All attachments must be in .DOC,.RFT, or >PDF format. Other types of files will not be accepted.

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

Instructions for Program Narrative

Applicants will attach the program narrative to the Project Narrative Attachment Form.

Formatting

> A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides. Page numbers and an identifier may be within the 1" margin. Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, captions and all text in charts, tables, and graphs. 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. Do not use anything smaller than a 12-point font.

Include a Table of Contents. Please note that the Project Narrative Attachment Form is limited to **40 pages**. This section will include the discussion of the selection criteria. The abstract, required forms, other narrative attachments, appendices, assurances and certifications will not count against your 40-page limit.

Before preparing the Program Narrative, applicants should review the Dear Applicant Letter, the Federal Register notice (Notice), program statute, and program regulations for specific guidance and requirements. Please note that applications will be evaluated according to the specific selection criteria specified in the Notice and this package.

The Secretary evaluates an application on the basis of the broad criteria in 34 CFR 655 and 661 of the BIE Program regulations as identified in this application (see "Authorizing Legislation and Regulations"). The Program Narrative should provide, in detail, the information that addresses each selection criteria. The maximum possible score for each category of selection criterion is indicated in parenthesis. The BIE selection criteria contain sub-criteria. Applicants **MUST** specifically address each sub-criterion.

Please limit the Program Narrative to 40 pages, double-spaced in 12-point font, and number the pages consecutively. The narrative should be written concisely. Only the required information should be submitted. Please refer to the Notice in this application for additional application submission requirements.

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

1. Extent of Need   (25 points)
2. Plan of Operation   (20 points)
3. Quality of Key Personnel   (10 points)
4. Budget and Cost Effectiveness   (15 points)
5. Plan of Evaluation   (25 points)
6. Adequacy of Resources   (5 points)
                                            _____

Total Maximum Score for Selection Criteria   100 points

<u>The following guidance may assist you in addressing each of the selection criteria:</u>

1**.**   **Extent of Need for the Project (Maximum 25 points)**

   a. Describe how the needs outlined in Section 611 are addressed by the project.

   b. Describe how those needs were identified.

   c. Describe how your plans for institutional development and for linkages with the business community meet those needs.

   d. Describe the benefits to be gained by meeting those needs.

2.   **Plan of Operation (Maximum 20 points)**

   a. Describe how the objectives of the project will be accomplished, and how these activities, and the activities provided for under the "Agreement" relate to the purposes of Title VI, Part B.

   b. Describe the design of the project, and the activities that will be carried out, on a week-to-week or month-to-month basis for each year for which funding is requested. All activities, including those provided for in the "Agreement" should be included.

   c. Describe how your plans for management of the project will ensure its proper and efficient administration. Include in the description the provisions for managing the activities which are provided for in the "Agreement."

   d. Describe the ways the resources and personnel will be used to support the objectives of the project, including those which may be provided for in the "Agreement."

   e. Describe how the project will provide equal access and treatment for eligible project participants who are members of racial or ethnic minority groups, women, handicapped persons, and the elderly.

3. **Quality of Key Personnel (Maximum 10 points)**

    a. Describe the project director's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.

    b. Describe the other key personnel's education, experience and other qualifications. Show the percent of full-time effort which will be spent on the project.

    c. Show, as part of the institution's non-discriminatory employment practices, how applications for employment from underrepresented groups (e.g., members of racial and ethnic minority groups, women, handicapped persons, and the elderly) will be encouraged.

4. **Budget and Cost Effectiveness (Maximum 15 points)**

    a. Provide a detailed breakout of all project costs for each year for which Federal funding is requested. Show both the Federal and the required 50 percent non-Federal match. Explain how these costs support the project activities.

    b. Discuss the project's cost effectiveness and show the relationship between the cost of the project and the project's objectives.

5. **Plan of Evaluation (Maximum 25 points)**

    a. Provide a plan for evaluating the effectiveness of the project.

    b. Indicate the criteria to be used to evaluate the results of the project.

    c. Describe the kinds of data to be collected and analyzed. Will this provide an evaluation that is objective and quantifiable?

    d. Explain the methodology that will be used to determine if the needs for which the project is designed are being met.

6. **Adequacy of Resources. (Maximum 5 points)**

    a. Show that the facilities, equipment, supplies and other resources, including those identified by parties to the "Agreement," are adequate to carry out the activities of the project. Describe the sources and kinds of matching resources which will provide the non-Federal share of the costs for the project.

7. **Competitive Program Priorities**

    a.   Describe how the project meets the competitive program priorities announced in the <u>Notice</u>.

Instructions for Budget Summary Form
& Itemized Line Item Budget

NOTE: Applicants to the BIE program must submit (1) a budget summary form to categorize requested funds (ED Form 524, Sections A & B), **AND** (2) a detailed line item budget and accompanying budget narrative.

The budget summary is to be included on the "Department of Education Budget Summary Form – (ED Form 524)." The applicant must complete both Sections A & B.

Both the detailed line item budget AND accompanying budget narrative for both years should be included in the "Budget Narrative Attachment Form".

This section requests information on the applicant's financial plan for carrying out the project. Show both the Federal and any non-Federal match (not required, but highly encouraged). Explain how these costs support the project activities.

The BIE Program selection criteria provide for an applicant to receive up to fifteen points for its proposed budget. The budget must include all cost that are allowable, reasonable and necessary for carrying out the objectives of the BIE Program. Among the cost that may be supported with grants funds are:

1. Personnel: On line 1 (ED Form 524), enter only the project personnel salaries and wages. [Fees and expenses for consultants should be included on line 8.] The budget should include the total commitment of time and the total salary to be charged to the project for each key staff member. You should provide a breakdown of project personnel that includes: the position titles; the percent of time and number of months committed to the project for each key staff member; the salary for each key staff member; and the total salary costs to be charged to the grant.

2. Fringe Benefits: On line 2 (ED Form 524), enter the amount of fringe benefits. The institution's normal fringe benefit contribution may be charged to the program. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs. In the budget, include an explanation and appropriate justification if the institution's normal fringe benefit contribution exceeds 20 percent of salaries.

3. Travel: On line 3 (ED Form 524), provide the costs for project personnel and student participants. [Consultants' travel should be included on line 8.] In the budget, you should detail the proposed travel costs: for each trip explain the purpose and objective of the travel and provide the number of persons traveling. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution rate is permitted when an individual is away from home overnight on official project business (see OMB Circular A-21, J.48.c - Commercial Air Travel). Foreign travel can be authorized under the grant. Please include in your travel budget funds to travel to our annual project directors' meeting. You may include cost for up to two people to

attend this meeting. Allowable expenses regarding this meeting include, airfare and ground transportation, hotels, conference fees, meals and incidentals.

4. Equipment: On line 4 (ED Form 524), indicate the cost of equipment -- non-expendable personal property, which has a usefulness of greater than one year and an acquisition cost of $5,000 or more per unit. [Consistent with an applicant's policy, a lower dollar amount may be used to define equipment.] In the budget, explain why the requested equipment is necessary to carry out project activities, and include a list of all equipment in the following format: item, quantity, cost per unit, and total cost.

5. Supplies: On line 5 (ED Form 524), include the costs of all tangible personal property that was not included as "equipment" on line 4.   In the budget, provide an itemized list of the supplies.

6. Contractual: Not applicable. Leave blank.

7. Construction: Not applicable. Leave blank.

8. Other: On line 8 (ED Form 524), indicate all direct costs not covered on lines 1 through 5. The costs/fees for consultants and consultants' travel should be included here.   Examples of "other" costs are: equipment rental, required fees, communications costs, rental of space, utilities, custodial services, and printing costs. In the budget, provide a breakdown of all direct costs not clearly covered by other budget categories.

    Evaluators and Consultants: If the project proposes to use outside evaluators and consultants, identify the consultants who will work on the project, the scope of work to be performed by each consultant, and justify why project personnel cannot perform this work. Also, provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional policies.

9. Total Direct Costs: On line 9 (ED Form 524), provide the total direct costs requested – the sum of lines 1 through 8.

10. Indirect Costs: On line 10 (ED Form 524), provide the amount of indirect costs that you propose to charge against the grant.

    Remember: Indirect costs are limited to 8 percent of a modified total direct cost base. To determine the modified total direct cost base, subtract capital expenditures of $5,000 or more. {See EDGAR, 34 CFR 75.562 (c)}

11. Training Stipends: Not applicable. Leave blank.

12. Total Cost: On line 12 (ED Form 524, provide total amount that you are requesting – the
    The sum of lines 9 and 10. Note: This amount should also be the same as that shown as 14a on the application face sheet (SF 424).

Business and International Education Program FY 2009 Application Checklist

Use This Checklist While Preparing Your Application. **All items listed on this**
checklist are required. The list is organized in the same manner that the
submitted application should be organized.

Part I: 424 Forms

☐ Application for Federal Assistance - (SF 424)

☐ Department of Education Supplemental Information Form for the SF 424 -

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

Part II: 524 Forms

☐ Department of Education Budget Summary Form - (ED 524) – Sections A &
B

Part III: Program Narrative

☐ Ed Abstract Form

☐ Project Narrative Attachment Form

☐ Other Attachments Form

☐ Budget Narrative Attachment Form

NOTE: The "Ed Abstract Form" is where you would attach your program
abstract. The "Project Narrative Attachment Form" will include table of contents
and the narrative sections addressing the program selection criteria that will be
used to evaluate applications submitted for this competition.
The "Other Attachments Form" should include appendices such as a detailed "Agreement,"
program assurances (see closing date notice), curriculum vitas of key personnel,
letters of support, examples of evaluation materials, etc. The "Budget Narrative
Attachment Form" is where you would attach a detailed line item budget and any
supplemental budget information.

Part IV: Assurances and Certifications

☐ BIE Program Assurance

☐ GEPA Section 427 Requirement

☐ Assurances – Non-Construction Programs (SF 424B)

☐ Grants.gov Lobbying Form (formerly ED Form 80-0013)

☐ Survey on Ensuring Equal Opportunity for Applicants

☐ Disclosure of Lobbying Activities (SF-LLL)

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 **1840-0794**. The time required to complete this information collection is estimated to average 100 hours 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 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:** Office of Postsecondary Education/IEPS, U.S. Department of Education, 1990 K Street, N.W., Sixth Floor, Washington, D.C. 20006-8521.

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

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov
Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

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

Dial-Up Internet Connections
When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users
If you do not have a Windows operating System, you 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 INSTRUCTIONS FOR ORGANIZATIONS

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

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

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

D-U-N-S NUMBER INSTRUCTIONS

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

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

-
-

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

Obtaining a DUNS number places your organization on D&B's marketing list, which is sold to other companies. You can request not to be added to this list during your application. Live help from D&B is available Monday-Friday, 8 a.m. – 5 p.m. (EST) at 1-888-814-1435.

CENTRAL CONTRACTOR REGISTRATION (CCR) INSTRUCTIONS

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

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

If your organization is not already registered, you can register using the CCR website (https://www.bpn.gov/ccr/scripts/indexnew.asp) or by phone (1-888-227-2423). When your organization registers with CCR, you will need to designate an E-Business Point of Contact (POC). This designee authorizes individuals to submit grant applications on behalf of the organization. A special Marketing Partner ID Number (MPIN) is established as a password to verify the E-Business POC.
The E-Business POC will be notified by e-mail when individuals from their organization register with Grants.gov. This registration is a request to be designated as an Authorized Organization Representative (AOR). To assign AOR rights, E-Business POCs need to log into Grants.gov (http://www.grants.gov/applicants/e_biz.jsp) using the organization's D-U-N-S Number and MPIN. Grants.gov will send the AOR a confirmation e-mail when this process has been completed.

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

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

ATTENTION – Microsoft Vista and Word Users

Please note that Grants.gov does <u>not</u> currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista.
In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

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.

<u>This program requires the electronic submission of</u> 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 via 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 application deadline date.

If you submit your application through the Internet via the Grants.gov Web site, you will receive an automatic acknowledgment 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 84.153A)**</u>
> **LBJ Basement , Level 1, 400 Maryland Ave SW**
> **Washington, DC 20202 – 4260**

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

2. A legibly dated U. S. Postal Service Postmark
3. A legible mail receipt with the date of mailing stamped by the U. S. Postal Service
4. A dated shipping label, invoice, or receipt from a commercial carrier
5. 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 Services

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.

Applications Delivered by Hand

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

U.S. Department of Education
Application Control Center
Attention: CFDA Number - 84.153A
550 12th Street, SW
Potomac Center Plaza – Room 7041
Washington, D.C. 20202 - 4260

Application Control Center Hours of Operation
The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m. Washington, D.C. 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 in Item 11 of the SF 424 the CFDA Number and suffix (84.153A) of the competition under which you are applying; and
 (2) The Application Control Center will mail 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.

Executive Order 12372 (Intergovernmental Review of Federal Programs)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants/spoc.pdf

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. ***Do not send applications to the above address.***

General Education Provisions Act (GEPA) Section 427

*ALL APPLICANTS <u>MUST</u> 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: <u>Applicants are required to address this provision by attaching a statement to the ED GEPA 427 Form that must be downloaded from Grants.gov.</u>