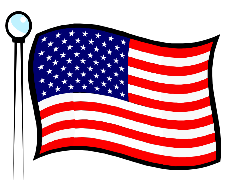
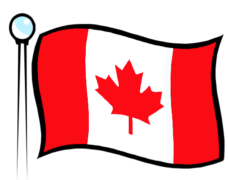
U.S. DEPARTMENT OF EDUCATION

Office of Postsecondary Education
Fund for the Improvement of Postsecondary Education
Washington, DC 20006-8544





Fiscal Year 2008

Application Materials
Program for North American Mobility in Higher Education

(CFDA NUMBER: 84.116N)

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

CLOSING DATE: April 11, 2008

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February 2008

Dear Applicant:

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

The ultimate intent of the Program is to assist with the building of a North American community. The governments of the United States, Canada, and Mexico have all issued guidelines to this end. Some differences do exist to reflect country-specific needs. Applicants from each country should use only the application materials issued by their government when completing the applications. **The deadline for applications for this program is April 11, 2008.** The next call for proposals will be 2010. New awards will not be made in 2009.

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

Projects for 2008 will begin September 1, 2008. We estimate that 10 new consortium grants will be made. Grants will be for four years of funding, including a first-year preparatory phase.

Applications for FY 2008 grants under the North American Program must be submitted electronically using Grants.gov. You are urged to acquaint yourself with the requirements of Grants.gov early. More information on Grants.gov is included throughout this instructions document. Grants.gov is accessible through its portal page at: http://www.grants.gov. All applicants must complete all of the forms associated with this competition. All forms are found in the application package downloaded from Grants.gov.

You must submit an electronic application unless you follow the procedures in the Federal Register Notice [see Notice Inviting Applications for New Awards] and qualify for an exception to the electronic submission requirement.

Applications submitted late will not be accepted. We suggest that you submit your application several days before the deadline date. The Department of Education is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to an application will be accepted after the deadline date.

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

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

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

Sincerely,

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

Program Description and Guidelines

1. INTRODUCTION

The Program for North American Mobility in Higher Education is a funding competition undertaken co-operatively by the Governments of Canada, the United States and Mexico.

The purpose is to promote a student-centred North American dimension to education and training in a wide range of academic and professional disciplines that complement existing forms of bilateral and trilateral exchange among the three countries. The Program seeks to foster student exchange within the context of multilateral curricular development. Students will benefit from having an added North American curriculum and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad.

The Program will support collaborative efforts in the form of consortia partnerships consisting of at least two academic institutions from each country. Funding will be provided for a period of up to four years per project.

The Governments of Canada, the United States and Mexico issue similar Program guidelines. As some differences do exist to reflect country-specific needs, applicants from each country must only use the version of guidelines and forms issued by their own government when completing the application.

The Program is administered collectively by Human Resources and Social Development Canada (HRSDC), the Fund for the Improvement of Postsecondary Education (FIPSE), US Department of Education, and the Dirección de Proyectos Especiales de la Dirección General de Educación Superior Universitaria, Secretaría de Educación Pública (SEP) in Mexico. Addresses and contact information for each government can be found under the section Submission Process.

2. BACKGROUND

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

Conceived in the spirit of the North American Free Trade Agreement (NAFTA), the first competition was held in 1995, followed by competitions in each year, except for years 1998, 2000, and 2005. Ninety eight projects have been funded to date, involving over eighty higher education institutions and related non-profit organisations in all regions of Canada, Mexico and the United States.

3. CURRENT COMPETITION

This is the thirteenth year of the International Academic Mobility Initiative and the tenth competition for the North American Mobility Program in Higher Education. As in previous years, each country will provide financial assistance for participating institutions within its borders. It is anticipated that up to ten new projects will be selected and consortia activities will commence early fall 2008.

The proposed timetable for the 2008 competition is:

December 2007	Call for proposals
11 April 2008	Application submission date
May 2008	Review of proposals
June 2008	Joint Selection Meeting in Mexico
July 2008	Notification of projects approved
1 September 2008	Project activities begin
Mid-October 2008	Project Directors' Meeting in Canada

4. OBJECTIVES

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

a) the mutual recognition and portability of academic credits among North American higher education institutions;

b) the development of shared, common, or core curricula among North American higher education institutions;

c) the acquisition of the languages and exposure to the cultures of Canada, the United-States and Mexico;

d) the development of student apprenticeships or other work-related experiences; and

e) an increased co-operation and exchange among academic personnel from North American higher education institutions.

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

5. SCOPE OF THE PROGRAM

The objectives of the Program are to be achieved by promoting an innovative range of cooperative student-centered higher education and training activities among the different regions of Canada, Mexico and the United States through the encouragement of joint projects undertaken by trilateral consortia.

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

6. THE CONSORTIA PARTNERSHIPS

Each consortium must involve at least two active partner higher education or training institutions from each of the three countries, for a total of six partners per project. We do not recommend additional institutional partners. In Canada, institutions must be from at least two different provinces or territories. In Mexico institutions must involve at least two higher education institutions and the leader must be a higher education public institution .In the United States the two institutional partners may be from the same or different states. Partnerships among institutions in different states in Mexico will be preferred.

Third and subsequent partners in each country may be other education and training institutions or other relevant organizations (e.g. businesses, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) in the same or other provinces and states. Funding, however, is intended only for academic institutions in each consortium. There should be parity in the number of academic institutions from each country involved in each consortium. It is vital that all academic institutions participate fully in the consortium.

The applying consortium should nominate one lead institution from Canada, one from Mexico, and one from the U.S. In the case of Mexico, the lead institution must be a public institution. The members of the consortium must prepare a common proposal narrative to be submitted separately by the lead institution in each country to its respective government. Although the application guidelines released by each of the three countries are essentially the same, the lead institution in each country should refer to its respective government guidelines for country-specific forms and requirements.

Proposals must include for each partner institution, letters of endorsement from the senior executive officer (e.g., rector, vice-chancellor, president) as well as from other officials responsible for international student activity (heads of international liaison offices, registrars, academic deans and /or department heads). These letters should indicate how the project fits within the international strategy of the institution and emphasize what this project will add to that strategy. Endorsement letters should indicate the institutions willingness and intent to sign agreements on credit transfer and tuition fee waiver with partner institutions, and also include details about how the institution intends to support the project in the areas of institutional financial commitment, student language preparation, student tuition and fees.

Partnerships may be new or may build on existing international or domestic linkages. Projects, however, must be new. They cannot be used to duplicate or simply extend existing activities. It is important that each partner's contribution to the joint project be clearly indicated in the proposal. This should include descriptions of all staff involved in the project.

Proposals developing links among different types of higher education and training institutions are eligible, as are proposals establishing links with business/industry and other relevant organisations. During the life of the project, the inclusion of additional partners may be favourably considered if this has no implication for an increase in the Program funding received. Such a change in the scope of the project must include government approval, agreement among all the partners, and a signed addendum to the memorandum of understanding.

Ensuring the broadest possible participation in the Program is a high priority given the relatively small number of projects, which can be supported. Therefore, individual faculties or departments should not associate themselves with more than one joint proposal.

7. THE CO-OPERATIVE PROJECTS

Consortia projects should clearly be student-centred rather than research-oriented. The potential academic and professional impact on students from all three countries should be central to the design of the project. Proposals should also clearly indicate the target student population (e.g., fourth-year undergraduate business students) as well as the number of students who will benefit from the project. The program does not fund doctoral-level projects.

The focus of projects should be on innovative activities, which meet all essential program objectives set out above. Proposals should address how, in concrete terms, the consortium project addresses program objectives.

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

8. THE CO-OPERATIVE ACTIVITIES

Projects should clearly focus on trilateral co-operation and exchange with respect to student mobility and curriculum development in higher education and training. The activities should aim not only to send students abroad, but also integrate a new perspective into what and how one learns. Plans should include taking full advantage of new and innovative means of learning via the new education technologies.

Competitive proposals should aim at the full integration of students into the normal academic and cultural milieu of the host institution and community. Students should take most, or all, of their courses from the regular offerings at the host institution alongside native students, rather than special courses for foreign students. Competitive proposals should specify the language preparations and requirements for participating students.

Competitive proposals will focus on the following key activities:

a) Implementing Organizational Frameworks for Students

The development of organisational frameworks for student mobility, including work placements. Proposals must include full transfer and/or recognition of credit for study abroad.

The proposal should identify the group(s) of students who will participate. It should explain how long a student will be studying abroad and how credit for academic work at the partner institution will be transferred to or recognised by the students' home institution.

Students' participation in the project should not prolong their academic study period, and students' time abroad should not have a negative impact on their capacity to meet, when appropriate, standards expected by the accrediting agency for graduates of these programs.

Applicants working in departments or programs that are accredited by a provincial or a national professional regulating or accrediting organisation may wish to consult and/or partner with that organisation in the preparation of their application for funding.

b) **Supporting faculty mobility**

North American program projects will be expected to arrange for mobility of faculty and academic staff members to carry out teaching residencies and research assignments related to the program, and may receive funding specified for this purpose. Support for faculty mobility includes travel and per diem stipends to attend the annual meeting, additional meetings of the consortium, and teaching and research residencies at partner institutions. See the budget instructions for each country's details on faculty mobility.

c) Developing Innovative Curricula

The proposal should address an important curricular problem or need and describe a strategy to address it. It should indicate how the project implements a new educational program or improves current practice to prepare students to work in an international context. Details should be provided on the program of study in terms of courses, research training, internships, or work placements that the students might typically take at both the home and host institutions. It should be indicated whether the proposed curriculum is based on existing courses offered at partner institutions or will involve new courses that are to be developed by the consortium. The proposal should address how the student's experience abroad will be integrated into their existing academic program prior to and following study abroad. Include information about all additional activities, which may include intensive programs, faculty exchanges, development of teaching materials, use of new technologies and/or integration of distance learning.

d) Implementing Language Preparation and Assessment

Explain in detail how students will gain language proficiency adequate enough to participate in studies at the host institution. Indicate what level of language proficiency is being targeted and why, as well as the resources that will be drawn upon to assist in meeting objectives in this area. Include information about how students will be assessed prior to and subsequent to study abroad determine their level of readiness for instruction in another language. Indicate clearly the level of proficiency and amount of academic coursework that students must have prior to study abroad.

Language proficiency is key to students' integration in the academic culture of the host institution.

e) Setting up Work Placements or Apprenticeships

Proposals, which involve work experience, should address how student work placement and apprenticeship opportunities in all three countries will be established and organised. Include information on the proposed length of these opportunities and how this conforms to the applicable laws and regulations of the host country.

f) Cross–National Framework for Professional Certification

Proposals should describe, where appropriate, the development of a cross-national framework for professional certification, licenses, and/or program accreditation for North America.

Proposals which focus on professional education up to the masters level should include details about plans to involve government, private, or national professional associations and/or accrediting organisations to develop means for international quality assurance and certification.

g) Development of a Project Evaluation Plan

Proposals must include a detailed evaluation plan, which states the projects goals and indicates what qualitative and quantitative evidence will be gathered to measure success. The evaluation plan may include the following factors:

- Number of joint projects undertaken
- Number of students participating in international teamwork
- Demonstrated internationalization of curriculum at six institutions
- Number of transfer credit agreements
- Number of students participating in exchanges
- Number of student research projects incorporating an international dimension
- Evaluation of the project by students and faculty
- Extension of the tri-lateral collaboration agreement at the end of the project
- Quality of the project
- Funds raised in the local business and industry communities for ongoing funding support for the Mobility program
- Number of students acquiring introductory, intermediate, and advanced level competence in a second language.

h) Submitting of an Annual Performance Report

The Canadian, American and Mexican funding bodies will carefully monitor the progress of projects towards their goals through communication with their respective lead institutions. Each project leader will be required to submit to their respective government authority an annual report which provides information about progress on consortium goals, including student mobility, curricular development, and project expenditures. Note carefully the submission dates. In Canada annual reports are due one month after the anniversary date of the project. In the United States annual reports are due by July 15. In Mexico annual reports are due by one month after the anniversary date of the project.

Note carefully that the signed memorandum of understanding must be submitted to each country's agency by July 15 of the first year of funding.

i) Participating in the Annual Program Meetings

An important part of the program is the Annual Meeting, held over a two to three day period on a rotating basis among the three countries. This provides an opportunity for different consortia to share ideas and review issues of common interest. It is also intended as a forum for discussion to help guide the three government funding bodies to make trilateral decisions on how best to co-ordinate the program. Consortia are given time during the meeting to meet as a group by themselves as well as with program officials from the three countries. Budget proposals must include funding to support participation in these annual meetings. The annual meeting will be in Canada in 2008, in Mexico in 2009, and in the United States in 2010.

9. THE STUDENTS

An important objective of the Program is to develop ongoing structured opportunities to allow students to pursue academic or professional studies in countries other than their own. For this reason, the three governments have particular interest in projects, which establish structures that will continue to facilitate trilateral student mobility well after the end of the funding period.

The proposal should focus on the impact on students and address student mobility in detail. It should consider the value that the project adds to the particular field(s) of study through a North American approach and how students will benefit academically and professionally from such a trilateral perspective. In addition to the student-related issues described in the Co-operative Activities section above, particular attention should be given to following areas:

Student Participation, Recruitment, and Selection

Proposals should identify an approach for selecting student participants. Every effort should be made to ensure that participants form a broad representation of the student population, with respect to ethnicity, gender, and economic status.
The sending institution will recruit and select exchange students based on compliance with its own criteria and criteria developed in collaboration with partner institutions.

The sending institution will ensure that all selected participants meet the basic program eligibility criteria. To qualify for participation in the program in Canada, post-secondary students must be a Canadian citizen, a landed immigrant or a granted refugee in Canada, enrolled in one of the participating Canadian institutions within the consortium, and be between the ages of 15 and 30 at the time of application. A valid social insurance number is required and the student should not be in receipt of Employment Insurance (EI) benefits. See the Mexican guidelines for specific definitions. In the United States students must be U.S. citizens or permanent residents.

b) Academic Credit Recognition

Measures to ensure full academic recognition of the period abroad should be a key feature. Students should receive assurance in advance from the home institution that the study abroad will be fully credited upon their return, assuming this work has in fact been completed successfully, and that such work will be evaluated according to standards commensurable with those of the home institution. A signed agreement including tuition and academic, credit, and certificate recognition if applicable, must be signed by participating institutions and submitted by July 15 of the first year of funding (see Preparatory Phase - First Year of Project).

The study period abroad may include, as appropriate, practical work placement where this is recognised as fulfilling part of the credential requirement.

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

c) Language Study and Cultural Preparation

A key objective of this Program is to encourage and enable students to spend study periods in a country in which they can experience a different academic, cultural and linguistic milieu from their home region. It is important, therefore, that proposals clearly indicate measures to be undertaken by the partner institutions for the cultural and linguistic preparation of students. This should include a means for determining whether students have sufficient language proficiency to study in the language of the host country, and/or a strategy for ensuring that students can acquire this level of proficiency.

All students should receive language and cultural preparation for their foreign stay and all students spending a study period in a country whose official language(s) is/are not their own should receive preparation in the host countries official language(s) both before and after their departure. Proposals should include details regarding what institutional and other resources will be used to prepare outgoing and/or incoming students.

d) Student Costs and Stipends

For periods of study abroad, students will pay the usual tuition and fees at their home institution and should incur no additional fees or payments from the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Students may use stipends to pay for language instructional costs at the host institution and also for health insurance required by some host institutions. During the study period abroad, students should continue to receive and not incur a reduction of any grants or loans to which they are normally entitled.

Student stipends are intended to offset the additional costs incurred by travelling and living abroad. In other words, travel stipends are not intended to pay for the full cost of study abroad, only the difference between study at home versus study abroad. The amounts provided to students should appropriately reflect these additional costs as well as the location and length of stay abroad. See the budget instructions for more details on the stipends for students.

e) Student Support and Services

Proposals must include plans regarding support that will be provided to mobile students at both the home and host institutions in all three countries. The aim is to ensure that participating students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. The application should therefore include details about pre-departure orientation activities at the home institutions, as well as reception and orientation activities at receiving institutions. It should also identify how returning students will be integrated into their home institutions following their international study experiences.

f) Length of Stay

On average, each partner institution would be expected to move no fewer than **seven (7) students over the life of the project**. Each set of partner institutions in a country would move 14 students and each three-country consortium would move a total of 42 students over a four-year period. Participating students from all partner institutions are provided stipends for study at one or more foreign partner institutions for a period of at least one full academic term, but not more than 12 months. The minimum study abroad is one full academic term.

10. PREPARATORY PHASE - FIRST YEAR OF PROJECT

The first year of the project will be devoted to administrative planning and co-operative trilateral arrangements among consortium partners at the institutional level. During the first months of the project, consortia must formalise agreements, confirmed by a signed memorandum of understanding (MOU) among institutional partners. Student mobility may begin as soon as the MOU among partners is signed but no later than the beginning of the second year of the project.

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

As a minimum requirement, by July 15, 2009, the trilateral consortium will be required to submit to the three funding authorities a copy of the formal agreement signed by all partner institutions with respect to a) academic credit transfer and recognition, and b) student tuition and fees.

HRSDC, SEP, and FIPSE reserve the right to terminate support for any project that does not meet these requirements: a) a signed MOU by July 15, 2009, and b) student exchange by the beginning of the second year.

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

11. FINANCIAL CONSIDERATIONS

Financial support will be awarded to successful consortia for up to a maximum of four years. In addition to the requirements that need to be met under the Preparatory Phase, as explained above, funding for each subsequent year of the project will be contingent upon evidence of satisfactory progress being made in the attainment of goals and objectives.

Funding is intended as seed support for carrying out joint innovative projects which can be accomplished within four years or which can, once established, be continued without on-going Program support. It is essential that proposals indicate how activities will be sustained beyond the funding period.

Consortium projects should be cost-effective in their design and implementation. Activities benefiting a substantial number of students will be preferred, as will those where there is a potential for spin-off effects within the partner institutions or beyond.

Each country will provide financial support for its participating institutions under the project. Applicants should note that funding levels provided by each country vary. It is therefore recommended that funding arrangements be worked out by consortium members prior to submitting a proposal. The budget instructions for each country varies according to applicable financial rules and regulations. Funds can be allocated for the purposes of bringing faculty together to develop curricula and credit transfer arrangements, administering the cross-border exchanges themselves, and providing language preparation for students.

12. SELECTION OF PROJECTS

Assisted by external independent review panels, the selection of projects will be undertaken by the three governments on a trilateral basis. Overall attention will be paid to obtaining a good geographic spread and diverse range of institutions as well as an overall balance of benefits.

First Round—external expert review

The external review committee will evaluate the proposals on the basis of the following criteria:

The significance of the project, as determined by:

a. the extent to which the project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;

b. the likely utility of the products, such as information, materials, processes, or techniques, that will result from the project, including the potential for use in a variety of other settings;

c. the importance or magnitude of the results or outcomes likely to be attained by the project, especially improvements in teaching and student achievement;

The quality of the design of the project, as determined by:

a. the extent to which the goals, objectives, and outcomes to be achieved by the project are clearly specified and measurable;

b. the extent to which the design of the project is appropriate to, and will successfully address, the needs of the target population or other identified needs;

c. the qualifications, including training and experience, of key project personnel;

3. The adequacy of resources, as determined by:

a. the extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the project;

b. the potential for continued support of the project after government funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support; and

c. the relevance and demonstrated commitment of each partner to the implementation and success of the project.

Second Round—Government Selection

The second stage in the selection process is a meeting with government partners from all three countries. The feedback from the three separate external reviews is used to assist in discussions with international government partners.

At this stage of the process, Canada, the United States and Mexico negotiate the final selection of the projects. It is important to note that the Canadian, Mexican and U.S. governments have gone through their own review processes. The selection process at this stage is a process of coming to a consensus on which proposals will be funded. Often, with many strong proposals on the table, decisions are made to fund proposals that, as a group, reflect a range of disciplines, institutional types, and geographic regions of the various countries.

13. HOW TO COMPLETE APPLICATION FORMS

Each application for the 2008 North American program is comprised of two parts. The first part is comprised of those elements of the application package that are common and the same for all three countries. This includes the description of the project focus and activities called the project narrative and it must be the same text, albeit in different languages.

Each consortium must create a five letter/digit consortium identifier. This must be clearly listed on the proposals submitted to Canada, Mexico, and the United States. We suggest you list it with your title.

Project Narrative. (**No more than 20 pages words).** When you develop your proposal, please ensure that you describe the nature and the scope of the project. For example: how central is the project to the vitality of developing a North American dimension to your discipline or profession? What will be the national and international consequences of a successful completion of the project? How are other institutions of higher education likely to benefit or learn from your experience in ways that would enable them to provide a North American perspective to your discipline or profession? Include an overview that describes the project, its objectives, strategies for achieving those objectives, and for each year of the project, the expected outcomes and how success in achieving those objectives would be measured. Each application should include a well-written evaluation plan aimed at measuring success of the project activities and outcomes through solid quantitative and qualitative evidence. This plan must be co-ordinated among partners to ensure that the success being measured is consortia-wide.

Your proposal should offer reviewers a clear description of the roles of each partner. It should cover who will do what, when, where and with what anticipated results. Your strategy should be carefully designed to address the central purpose of your project. With regard to directed field studies, describe specifically what type of activities will be undertaken to facilitate the assessment of the environmental impact of the project.

All applications for funding in Canada, Mexico, and the United States include the following:

a. **Title Page.** Each country requires a specific title page

b. **Project Summary.** This overview should briefly describe your project outlining the key features, including the total number of students from each institution being exchanged over the duration of the project. It should clearly state the overall objective, and include a list of major activities which will be undertaken during the four years of the project which will support the objective(s).

c. **Work Plan. L**ist key project objectives, major activities and expected results. These items should be clearly aligned with timeframes. Use the same grid for each of the subsequent years of your project.

d. **Budget.** The budget breakdown should follow the format set out in the application form. Please use the budget forms specific to each country to categorise requested costs. The budget must clearly identify travel costs and other relevant expenses. Follow carefully the published budget instructions for each country. Each country has a stated regulation about the percentage of the budget being requested from the government and how much is to be covered from other sources. Where applicable, the application must indicate the level of financial support from other public and private sources. Letters of confirmation from these public or private sources should be included with the application. For Canadian applicants, the budget figures are to be submitted in Canadian dollars.

e. **Budget Narrative**. The budget breakdown should include a budget narrative detailing all expenses by category for each year of the life of the project and how they have been determined. A description of revenues, if applicable, for each year of the project is also required. Applicants must submit budget in the currency of the country.

f. **Consortium Members**. Use the template to list all your consortium's members.

g. Funds Sought by other Partners. Follow the budget instructions carefully to see if the government of your country requires a narrative that lists the total amount of funds requested by partners in other countries from their respective governments. If requested, indicate the breakdown of expenses among the Canadian, Mexican and U.S. consortium members.

h. Student Mobility Matrix. Include the total number of students from each country (14 or more) being exchanged over the duration of the project.

i. **Personnel Information**. The qualifications of the project director, and key personnel related to the project, should be clearly stated. For this purpose, submit a brief one-page bio or resume, highlighting relevant skills and experience related to the topic. Do NOT submit a standard curriculum vitae.

j. **Endorsement Letters**. The applicant must provide a letter of support from a senior executive officer of each academic partner in the consortium, from all three countries, indicating how this project fits within the academic exchange policy and the international strategy of the institution, and emphasising what this project will add to that strategy. Other major parties involved in the consortium should also indicate in writing their commitment to this project. Canadian applicants are asked to submit a copy of their international strategy with the application.

k. **Recipient Legal Information Sheet (Canada only).** This is a legal document that all Canadian recipients must complete. It will provide HRSDC with the supporting documentation requested for the delegation of signing authority, both financial and contractual, for representatives of your institution. Please provide the names and signatures of the individuals who can legally sign off on project documents such as claims, cash flows, actual expenditure tables, financial and activity reports as well as contractual agreements, amendments and proposals. The Recipient Legal Information Sheet must be entirely completed, signed and sent to HRSDC with your proposal.

14. SUBMISSION PROCESS

For Canada:

The Canadian lead institution must submit the <u>original and three copies</u> of the proposal, including application forms and annexes, and one (1) electronic copy of the complete package on CD-ROM or diskette, to the following address by registered mail postmarked no later than April 11th, 2008.

Applications missing any of the above items will not be considered. Please do not bind the paper copies or use cerlox bindings or duo-tangs. The electronic version of the completed application form must be submitted as one file, in Microsoft Word format, on either diskette or CD-ROM. Applications must be sent by mail. IAM assumes no responsibility for submissions that are misdirected or delayed.

Applications delivered in person, or by an authorised representative or private courier service, may be submitted to the following address between the hours of 8:00 a.m. and 5:00 p.m. (Eastern Time), except Saturdays, Sundays, or federal holidays. A receipt as proof of submission should be obtained, signed and dated by the official in the department who took delivery.

Proof of mailing may consist of one of the following: (a) a legibly dated postmark; (b) a legible receipt with the date of mailing indicated by Canada Post; (c) a dated shipping label, invoice, or receipt from a commercial carrier; or (d) any other proof of mailing acceptable to Human Resources and Social Development Canada.

For submission by mail:
Program for North American Mobility in Higher Education
International Academic Mobility
Learning Branch
Human Resources and Social Development Canada
Place du Portage
140 Promenade du Portage, Phase IV

Gatineau (Hull), Québec
K1A 0J9

By Private Courier:
Program for North American Mobility in Higher Education
International Academic Mobility
Learning Branch
Human Resources and Social Development Canada
200 Montcalm Street
Tower 11, Ground Floor
To the attention of Tom McCloskey

For further information:
Program for North American Mobility in Higher Education
International Academic Mobility
Learning Branch
Human Resources and Social Development Canada
Tel: (819) 997-2720
Fax: (819) 994-3935

For Mexico:
See the instructions in the Mexican guidelines.

For further information:
José Luis Léon Ramirez
Programa para la Movilidad en la Educación
Superior de America del Norte
Dirección de Proyectos Especiales
San Fernando No. 1
Col. Toriello Guerra
Tlalpan 14050 México, D.F.
Tel.: 011-(525) 55- 3003 6763 and 6767
Fax: 011-(525) 55-30037763
E-mail: jleon@sep.gob.mx

For the United States:

The U.S. Department of Education and other U.S. federal agencies and departments have a single point of information and submission for all grant programs. If you are applying to FIPSE for the North American program, you will find information and instructions in the application packet at www.grants.gov. The package is available as soon as the Federal Register Notice is published. It is important to note that U.S. institutions must register for this site in order to apply for and submit federal grants. If your institution has not already done so, a representative for your institution should register several weeks in advance of the submission date in order to apply in time for this federal grant program. If you wish to request an exemption from this electronic submission, note the conditions listed on the website. You may also register for email notification for federal grant programs.

It is important to note that U.S. submissions logged in by grants.gov as "late" are not eligible for review or funding.

For further information:

Frank Frankfort, Ph.D.
North American Program Coordinator
U.S. Department of Education
Fund for the Improvement of Postsecondary Education (FIPSE)
1990 K Street, NW, 6th Floor
Washington, D.C. 20006-8544
Tel: 202-502-7513
Fax: 202-502-7877
frank.frankfort@ed.gov

Grants.gov Registration Instruction for Organizations

The Grants.gov registration process involves three basic steps:

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

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

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

D-U-N-S NUMBER INSTRUCTIONS

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

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

- Legal name
- Tradestyle, doing business as (DBA), or other name by which your organization is commonly recognized
- Physical address, city, state and zip code
- Mailing address (if separate)
- Telephone number
- Contact name

- SIC code (Line of Business)
- Number of employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

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

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

Central Contractor Registration (CCR) Instructions

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

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

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

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

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

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

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education
Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Microsoft Vista and Word 2007 Users

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

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

Attaching Files – Additional Tips

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

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

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

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

   If the date/time received is later than 4:30 p.m. Washington, D.C. time, on the closing date, your application is late. If your application has a status of "Received" it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to "Validated" or "Rejected with Errors." If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on why an application may be rejected, you can review Application Error Tips http://www.grants.gov/section910/ApplicationErrorTips.pdf. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

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

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

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

Helpful Hints When Working with Grants.gov

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

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

Dial-Up Internet Connections

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

MAC Users

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/help/download_software.jsp - pureedge. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/contactus/contactus.jsp) for more information. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Application Transmittal Instructions

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

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

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

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

Applications Submitted Electronically

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

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

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

Applications Delivered by Mail

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

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

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

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

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

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

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

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

Applications Delivered by Commercial Carrier

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

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

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

Applications Delivered by Hand

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

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

Application Control Center Hours of Operation

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

Grant Application Receipt from the Application Control Center

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

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

Late Applications

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

Notice Inviting Applications for New Awards

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

Fund for the Improvement of Postsecondary Education (FIPSE)--Special Focus Competition: Program for North American Mobility in Higher Education

Notice inviting applications for new awards for fiscal year (FY) 2008.

Catalog of Federal Domestic Assistance (CFDA) Number: 84.116N.

Dates:

Applications Available: February 8, 2008

Deadline for Transmittal of Applications: April 11, 2008.

Deadline for Intergovernmental Review: June 11, 2008.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To provide grants for or enter into cooperative agreements to improve postsecondary education opportunities by focusing on problem areas or improvement approaches in postsecondary education.

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

Invitational Priority: For FY 2008, this priority is an invitational priority. Under 34 CFR 75.105(c)(1) we do not give an application that meets this invitational priority a competitive or absolute preference over other applications.

This priority is:

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

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

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

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

Note: The regulations in 34 CFR part 86 apply to Institutions of Higher Education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: $300,000.

Estimated Average Size of Awards: Any FY 2008 application that is funded will be awarded $180,000 for a four-year grant. The estimated award for the first year is $30,000.

Maximum Award: We will reject any application that proposes a budget exceeding $100,000 for a single budget period of 12 months. The Assistant Secretary for Postsecondary Education may change the maximum amount through a notice published in the Federal Register.

Estimated Number of Awards: 10.

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

Note: We do not anticipate holding another competition for this program until FY 2010.

Project Period: Up to 48 months.

III. Eligibility Information

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

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

IV. Application and Submission Information

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

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

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

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

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

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

- A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

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

We will reject your application if you exceed the page limit; or you apply other standards and exceed the equivalent of the page limit.

3. Submission Dates and Times:

Applications Available: February 8, 2008

Deadline for Transmittal of Applications: April 11, 2008.

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

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

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

Deadline for Intergovernmental Review: June 11, 2008.

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

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

6. Other Submission Requirements:

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. Electronic Submission of Applications.

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

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement <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 Program for North American Mobility in Higher Education at http://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 84.116, not 84.116N).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not consider your application if it is date and time stamped by the Grants.gov system later than 4:30 p.m., Washington, DC time, on the application deadline date. When we

retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30 p.m., Washington, DC time, on the application deadline date.

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

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this 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 http://www.grants.gov/applicants/get_registered.jsp). These steps include (1) registering your organization, a multi-part process that includes registration with the Central Contractor Registry (CCR); (2) registering yourself as an Authorized Organization Representative (AOR); and (3) getting authorized as an AOR by your organization. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf). You also must provide on your application the same D-U-N-S Number used with this registration. Please note that the registration process may take five or more business days to complete, and you must have completed all registration steps to allow you to submit successfully an application via Grants.gov. In addition you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

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

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

Supplemental Information for SF 424--have replaced the ED 424 (Application for Federal Education Assistance).

- You must attach any narrative sections of your application as files in a .DOC (document), .RTF (rich text), or .PDF (Portable Document) format. If you upload a file type other than the three file types specified in this paragraph or submit a password-protected file, we will not review that material.
- Your electronic application must comply with any page-limit requirements described in this notice.
- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).
- We may request that you provide us original signatures on forms at a later date.

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

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

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

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

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

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

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

Address and mail or fax your statement to: Frank Frankfort, U.S. Department of Education, 1990 K Street, NW., room 6154, Washington,DC 20006-8544. FAX: (202) 502-7877.

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

b. <u>Submission of Paper Applications by Mail</u>.

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

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

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

or

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

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

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

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

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

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

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

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

(1) A private metered postmark.

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

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

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

c. Submission of Paper Applications by Hand Delivery.

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

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

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

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

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

VI. Award Administration Information

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

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

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

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

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

4. Performance Measures: Under the Government Performance and Results Act (GPRA), the following performance measures are used by the Department to assess the performance of the FIPSE program:

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

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

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

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

VII. Agency Contact

For Further Information Contact: Frank Frankfort, Fund for the Improvement of Postsecondary Education, Program for North American Mobility in Higher Education, 1990 K Street, NW., room 6154, Washington, DC 20006-8544. Telephone: (202) 502-7513.

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

VIII. Other Information

Alternative Format: Individuals with disabilities can obtain this document and a copy of the application package in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII in this notice.

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

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using

PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

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

Dated:

Diane Auer Jones,
Assistant Secretary for
Postsecondary Education.

Authorizing Legislation

1998 Amendments to Higher Education Act of 1965 [excerpt]

P.L. 105-244
TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS
SEC. 701. REVISION OF TITLE VII.
Title VII (20 U.S.C. 1132a et seq.) is amended to read as follows:
TITLE VII--GRADUATE AND POSTSECONDARY IMPROVEMENT PROGRAMS
SEC. 700. PURPOSE.
It is the purpose of this title--
(1) to authorize national graduate fellowship programs--

(A) in order to attract students of superior ability and achievement, exceptional promise, and demonstrated financial need, into high-quality graduate programs and provide the students with the financial support necessary to complete advanced degrees; and

(B) that are designed to--

(i) sustain and enhance the capacity for graduate education in areas of national need; and

(ii) encourage talented students to pursue scholarly careers in the humanities, social sciences, and the arts; and

(2) to promote postsecondary programs.

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

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

(a) AUTHORITY- The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by--

(1) encouraging the reform, innovation, and improvement of postsecondary education, and providing equal educational opportunity for all;

(2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, and combinations of academic and experiential learning;

(3) the establishment of institutions and programs based on the technology of communications;

(4) the carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;

(5) the design and introduction of cost-effective methods of instruction and operation;

(6) the introduction of institutional reforms designed to expand individual opportunities for entering and reentering institutions and pursuing programs of study tailored to individual needs;

(7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties; and

(8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto.

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

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

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

(b) MEMBERSHIP-

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

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

(c) DUTIES- The Board shall--

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

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

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

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

SEC. 743. ADMINISTRATIVE PROVISIONS.

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

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

SEC. 744. SPECIAL PROJECTS.

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

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

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

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

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

(3) Evaluation and dissemination of model programs.

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

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

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

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

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

Intergovernmental Review of Federal Programs
Executive Order 12372

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

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

General Education Provisions Act (GEPA)
Section 427

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

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

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

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

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

Government Performance and Results Act (GPRA)

What is GPRA?

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

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

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

General Instructions for the North American Mobility Application Package

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

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

Notes:

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

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

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

Part IV. **Other Attachments Form**
Personnel Information
Planning Timetable with Outcomes to be achieved for each year
Endorsement Letters

Note: **All attachments must be in doc., rtf., or pdf. format. Other types of files will not be accepted.**

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

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

Part V: **Assurances, Certifications, and Survey Forms**

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

Paperwork Burden Statement

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

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

Instructions for Attachments and ED FIPSE Program Specific Forms

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

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

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

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

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

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

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

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

Program: Select North American Program

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

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

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

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

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

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

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

E. ED FIPSE BUDGET SUMMARY FORM

E. BUDGET SUMMARY FORM (budget instructions)

Several international FIPSE programs use this same budget form. For the North American Mobility Program follow the instructions carefully and leave blanks where indicated. Note carefully that the budget must be completed as a single budget for both or all partner institutions in the U.S. consortium. An explanation of the funds to be shared with partner institutions may be detailed in a budget narrative but there are no separate line items for partner institutions in the budget. All line items are for annual and total amounts for all U.S. institutions in the consortium and must be entered in whole U.S. dollars. Any project funded in 2008 will be awarded the same funds as noted below. Do not request more or less than the stated amounts. If you have questions about the budget, be sure to contact FIPSE.

1. Program: Select North American Program.

2. Select One: Select Lead (fiscal agent). The partner budget is not used in the North American Program.

3. Name of Institution/Organization: Fill in name of the applicant institution/organization. The Summary Budget Form must list totals for all institutions in the consortium. Enter amounts only in whole dollars. You may attach a budget narrative or a spreadsheet for the partner budget(s). You should attach this to the "Budget Narrative Attachment Form."

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

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

6. Travel: Enter $10,000 each year to cover travel for all partner institutions for a total of $40,000. This is the required minimum but you may budget more. If your institution has a current negotiated indirect cost rate you may apply the 8 % indirect costs to this travel line. In that case enter $9200 for each of the four years for a total of $36,800. There are three categories of travel—1) the annual meeting for all projects (fall 2008 in Canada, fall 2009 in Mexico, fall 2010 in the U.S. and fall 2011 in Canada), 2) individual consortium meetings at institutions in the United States, Canada, or Mexico, and 3) faculty mobility or travel stipends for teaching residencies and research at partner universities in Mexico and Canada. Faculty mobility stipends for teaching and research at partner institutions should use a formula of $1000 for travel expenses and $1000 per week for living expenses. Faculty mobility stipends should not exceed three or four weeks and may not be used for salary. Typically a consortium meets twice in each year of the grant—once at the annual program meeting in the fall and once at a separate meeting for the individual consortium either in the United States, Canada, or Mexico.

7. Equipment (Purchase). Leave blank**.**

8. Supplies and Materials: Enter annual amounts and totals for all partners.

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

10. Other (equipment rental, printing, fees): Enter totals for all U.S. institutions. In 2010, the third year of the project, enter $5000, in addition to any other amount you submit here. This $5000 amount is specifically reserved for registration and conference expenses for hosting the 2010 North American meeting in the United States. You will receive instructions from FIPSE on the disbursement of this fee. This amount may not be used for any other grant expenses.

11. Total Direct Cost. Field is calculated automatically.

12. Indirect Costs: Indirect costs are limited to the total direct costs on line 11 that are based on lines 4-10. The U.S. Department of Education uses a training rate of 8 percent for grants in the North American Program. The 8 percent training rate also applies to all U.S. partners in the consortium. As noted above under line 6 Travel, indirect costs may be taken from travel and also from line 4 Personnel, line 5 Fringe Benefits, line 8 Supplies, and line 10 Other. The annual amounts for evaluation on line 9 and the $5000 conference fee under line 10 Other should be kept intact. Indirect cost may be calculated for these two line items but must taken from other direct cost lines. If your institution does not have a negotiated rate, you should put all grants requested funds in the direct cost lines of the budget.

13. Language and Mobility Stipends: Each U.S. student participating in the North American program will receive a $5000 stipend for a full academic term abroad. The U.S. partners must budget for 14 students during years two, three, and four. The total student mobility award is $70,000. No student stipends are budgeted for year one. Student stipends not used will be carried over into the next budget year. Students may use up to $1000 of the stipend for language instruction.

In year one leave line 13 blank. In years two and three enter $25,000 for five student stipends. In year four enter $20,000 for four student stipends. Note carefully that student mobility stipends are for supporting study abroad for a full academic term and are defined as “training stipends” and are restricted to student use. They may not be used for any other line item in the budget. Consistent with EDGAR 75.562, c, and 75.564, student mobility stipends are not subject to indirect cost.

14. Language Stipends: Leave blank.

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

16. Total requested from FIPSE (lines 11 + 12+ 15) (These figures must be the same as those on the Title Form): Field is calculated automatically. The award for a four-year grant is $180,000. No award will be made above that amount. The award for year one is $30,000. For years two, three and four the award is $50,000 per year. We recommend that you submit a budget that carefully follows the instructions and requests these exact amounts. Applications that request lower amounts have no competitive advantage and will be funded at the lower requested amounts. Applications that request higher amounts will be reduced to the amounts stated in the budget instructions.

17. Lead Partner Non-Federal Funds: Leave blank. The North American program does not require cost sharing or matching from the lead institution. If you submit contributed amounts on this line for the lead institution, those amounts are automatically auditable. There is no competitive advantage for entering contributed amounts. Do not enter amounts of negotiated rate indirect costs above 8 percent.

18. Subcontractor(s) Partner Non-Federal Funds: Leave blank. The U.S budget for the North American program does not require cost sharing or matching from applicant and partner institutions. If you submit contributed amounts for a partner institution, those amounts are automatically auditable. There is no competitive advantage for entering contributed amounts. Do not enter amounts of negotiated rate indirect costs above 8 percent.

19a. Total Requested from Canada: Leave blank.

19b. Total Requested from Mexico: Leave blank.

19c. Total Requested from Brazil: Leave Blank.

19d. Total Requested from Europe: Leave Blank.

Indirect Cost Information:
If you are requesting reimbursement for indirect costs on line 12, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the

Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check "Other," specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

F. ED FIPSE CONSORTIUM PARTNERS IDENTIFICATION FORM

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

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

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

STEPS FOR COMPLETING THE CONSORTIUM PARTNERS IDENTIFICATION FORM:

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

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

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

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

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

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

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

Application Checklist

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

The Application Package:

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

Instructions for Standard Forms

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

Instructions for the **SF-424**

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

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

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

	a. Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.	17.	**Proposed Project Start and End Dates**: (Required) Enter the proposed start date and end date of the project.
	b. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	**Estimated Funding:** (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.	19.	**Is Application Subject to Review by State Under Executive Order 12372 Process?** Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State
	d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).	20.	**Is the Applicant Delinquent on any Federal Debt?** (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. If yes, include an explanation on the continuation sheet.
	e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable.		
	f. Name and contact information of person to be contacted on matters involving this application: Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.		
9.	Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.	21.	**Authorized Representative**: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
	A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority		M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

Instructions for Department of Education Supplemental Information for SF 424

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

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

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

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

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

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

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

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

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

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

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

Definitions for Department of Education Supplemental Information for SF 424

(Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

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

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

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

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

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

—Research

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

—Human Subject

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

B. Exemptions.

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

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

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

observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

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

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

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

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

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

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

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

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

B. Nonexempt Research Narrative.

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Identify the status of the covered Federal action.

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

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

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

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

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

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

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

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

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

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

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

Survey Instructions on Ensuring Equal Opportunity for Applicants

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

1. Self-explanatory.

2. Self-identify.

3. Self-identify.

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

5. Self-explanatory.

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

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

Paperwork Burden Statement

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

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