



INTERNATIONAL AND FOREIGN LANGUAGE EDUCATION

National Resource Centers (NRC)

Foreign Language and Area Studies (FLAS) Fellowships

PROGRAM ADMINISTRATION MANUAL (PAM) FY 2022-2025

REISSUED SEPTEMBER 2024

International and Foreign Language Education
U.S. Department of Education | Office of Postsecondary Education
400 Maryland Avenue, S.W. | Washington, D.C. 20202

[Website](#) | [Twitter](#) | [YouTube](#) | [Newsletter](#)

Table of Contents

Purpose of the PAM and Contacts	4
The Basics: Grant Roles and Responsibilities	5
Grant Schedule and Continuation Awards.....	8
Reporting in the IRIS System	10
NRC Administration Essentials	13
Allowable Activities.....	13
NRC Budgets	13
Financial Management and Drawdowns	15
Carrying Over Unobligated Balances.....	15
No-Cost Extension (Time Extension)	15
Travel Costs and Approvals.....	16
FLAS Administration Essentials	17
Fellowship Types and Amounts.....	17
FLAS Coursework Requirements	18
Proficiency Level Requirements	20
Use of FLAS Awards Overseas	20
FLAS Award Disbursement	21
IRIS Requests.....	23
FLAS Fellowships and Other Funding for the Same Award Period	25
Employment (Internships and Jobs).....	27
Special Situations	27
Building and Fostering Community Among FLAS Fellows.....	28
Contingency Language at End of Grant.....	28
NRC and FLAS Travel Guidance	29
 <u>CHEAT SHEETS</u>	
Cheat Sheet – NRC Grant Administration	33
Cheat Sheet – FLAS Coordinators.....	34
Cheat Sheet – FLAS Reporting Checklist	35
Cheat Sheet – Fly America Act and Open Skies	36
 <u>APPENDICES</u>	
Appendix A – Glossary of Selected Grant Terms	38
Appendix B – International Education General Provisions Definitions	45
Appendix C – Government Performance and Results Measures	46
Appendix D – Financial Management and Drawdowns	47
Appendix E – Legislation and Regulation Resources	49
Appendix F – NRC Official Program Citations	50

Appendix G – FLAS Program Official Citations	52
Appendix H – Additional NRC Administration Guidance	55
Diverse Perspectives and Areas of Need.....	55
Open Licensing Expectations.....	55
Change of NRC Project Director	55
Adding and Updating NRC Grant Personnel in IRIS.....	56
Appendix I – Additional FLAS Administration Guidance	57
FLAS Student Application and Selection Process	57
FLAS Award Disbursement and Other Issues	58
Financial Management and Drawdowns	59
Partial Awards (Academic Year FLAS Fellowships).....	59
Forfeited, Terminated, or Withdrawn Fellowships.....	60
Transfers of Funds Among FLAS Grantees	61
Options for Expending Unused FLAS Funds	61
FLAS Tracking Survey	62
FLAS Alumni Group on LinkedIn	62
Change of FLAS Project Director.....	63
Adding and Updating FLAS Grant Personnel in IRIS.....	63
Appendix J – NRC and FLAS Reporting Schedules.....	64
Appendix K – Fly America and Open Skies.....	66
Appendix L – Subaward Resources	70
Appendix M – The Site Visit	78
Appendix N – Open Licensing and Citing Support	79
Appendix O – FLAS Promotional Flyer Template	81
Appendix P – Guidance on FLAS Funds Transfers.....	82
Appendix Q – Sample FLAS Budget.....	84
Appendix R – Engage with IFLE Flyer	85
Appendix S – Study Abroad Handout for Students.....	87
Appendix T – Example FLAS Notification Letter and Terms and Conditions Document.....	88

Purpose of the PAM and Contacts

Purpose of the Program Administrative Manual (PAM)

The International and Foreign Language Education (IFLE) Office of the U.S. Department of Education administers 11 discretionary grant programs authorized under the Fulbright-Hays Act of 1961 and Title VI and Title VII of the Higher Education Act (HEA) of 1965, as amended.

This Program Administration Manual (PAM) for the National Resource Centers (NRC) and the Foreign Language and Area Studies (FLAS) fellowships programs was developed to help ensure successful project administration and fiscal accountability throughout the duration of the grant(s).

Program officers and grantees share the responsibility of maintaining compliance.

The Fiscal Year (FY) 2022-2025 PAM provides information on reporting requirements and schedules, NRC and FLAS administration, and other topics. **The FY 2022-2025 PAM offers the most essential information in pages 4-36 (including one-page “cheat sheets” for program staff on pages 33-36), with appendices offering additional detailed information.**

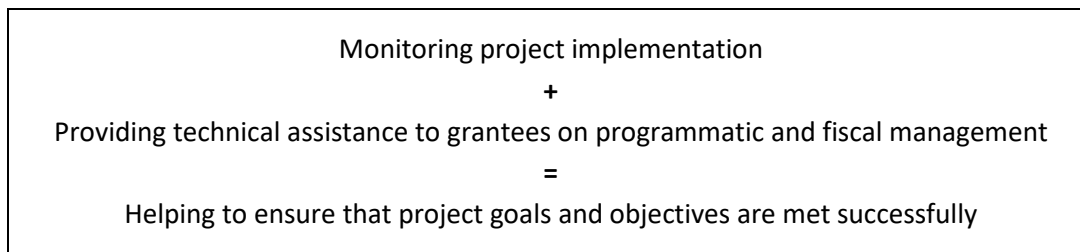
Contacts

Each NRC and FLAS world area is assigned to a particular program officer in IFLE’s Advanced Training and Research Division (ATRD). Please feel free to contact any of the program officers listed below with questions, comments, and/or concerns about the administration of your awards.

Assignment	Contact Person	Email Address	Phone Number
Advanced Training and Research Division Director	Sarah Beaton	sarah.beaton@ed.gov	(202) 453-7221
Africa	Tanyelle Richardson	tanyelle.richardson@ed.gov	(202) 453-6391
East Asia/Pan-Asia	Brian Cwiek	brian.cwiek@ed.gov	(202) 987-1947
International	Tanyelle Richardson	tanyelle.richardson@ed.gov	(202) 453-6391
Middle East	Tim Duvall	timothy.duvall@ed.gov	(202) 453-7521
Russia, East Europe, and Eurasia	Dana Sapatoru	dana.sapatoru@ed.gov	(202) 987-1944
South Asia	Brian Cwiek	brian.cwiek@ed.gov	(202) 987-1947
Southeast Asia and the Pacific Islands	Brian Cwiek	brian.cwiek@ed.gov	(202) 987-1947
Western Europe	Tim Duvall	timothy.duvall@ed.gov	(202) 453-7521
Western Hemisphere (Canada, Latin America and Caribbean)	Carolyn Collins	carolyn.collins@ed.gov	(202) 453-7854

The Basics: Grant Roles and Responsibilities

IFLE Program Officer Responsibilities



Program officers:

- ☐ Review performance reports and external evaluation reports;
- ☐ Monitor projects to assess compliance;
- ☐ Make determinations of substantial progress (see [Appendix A – Glossary of Selected Grant Terms](#));
- ☐ Respond to questions and provide guidance on grant management;
- ☐ Process requests (e.g., administrative actions such as project director changes, travel approvals, etc.) in a timely manner.

These tasks are achieved through day-to-day communication with grantees, and through virtual and on-campus site visits.

Institution Responsibilities

The institution (grantee) is the legal entity accountable to the U.S. Government for the use of federal funds. The institution must:

- ☐ Comply with the applicable legislation and regulations for the program;
- ☐ Expend funds in accordance with the program's allowable costs and the approved application;
- ☐ Directly supervise project administration;
- ☐ Use fiscal control and accounting procedures that ensure accountability of federal funds.

Project Director Responsibilities

The Project Director (PD) must:

- ☐ Ensure that the scope of work described in the funded application's approved narrative and budget is performed;
- ☐ Exercise proper stewardship of federal funds;
- ☐ Comply with all legislative and regulatory requirements;
- ☐ Submit required performance reports that demonstrate and/or measure progress toward the achievement of project goals.

The PD is responsible for communicating with the IFLE program officer to submit requests to:

- ☐ Transfer funds among direct cost categories (when the cumulative amount of transfers exceeds 10% of the total project budget for the budget period (fiscal year) – see page [14](#) for more information);
- ☐ Change the scope or the objective(s) of the project;
- ☐ Contract out any of the project activities described in the application;
- ☐ Change the project director or authorized representative/official as listed on the application, SF-424, or Grant Award Notification (GAN) document. See pages [55](#) and [63](#) for more information.

Note: The grantee must notify the program officer in writing if the Project Director is going to be absent for a period of more than three months.

Consortium Project Responsibilities

The **lead institution is accountable for all partner institutions with regards to reporting, activities, and outcomes of the grant**. That said, the activities conducted by all institutions in a consortium are equally important to the overall project and they complement the training, research, and outreach activities of each member institution. The extent to which activities are well-coordinated and communication occurs between/among the institutions determines the overall success and effectiveness of the consortium.

IFLE recommends that consortia establish an agreement document to clearly outline the partnership and responsibilities of each institution. In a consortium project, the Project Director at the lead institution (the institution that receives the Grant Award Notification) is responsible for ensuring that all partners conduct their respective activities in compliance with the approved plan; use grant funds in accordance with the negotiated revised budget; and submit performance report data and narratives on time and in a complete manner. The lead institution, as the direct and primary recipient of IFLE grant funds, is accountable to IFLE for the performance of the project, the appropriate expenditure of grant funds by all parties, applicable reporting requirements, and all other obligations of the grantee. The lead institution is also responsible for sharing information from IFLE with the partner institution(s).

With regards to consortium reporting: The IRIS system will only allow **one budget file** to be uploaded to a performance report. Each institution should submit their budgets on a separate sheet, within *one* file (e.g., two Excel worksheets within one Excel Workbook).

Subawards

Grantees can establish a subaward with any organization that performs grant-supported research activities and shares responsibility with the grantee for administering substantive aspects of the project. For example, allocating a sum of money from an NRC grant to a Title VI Language Resource Center (LRC) to create instructional materials likely constitutes a subaward rather than a contract. Directly implementing project activities at another institution does not necessarily constitute a subaward.

For example, providing a faculty stipend to a faculty member at the consortium partner is not a subaward. Grantees are responsible for making the correct determinations regarding these relationships.

Each subaward must have a formal written agreement for meeting the administrative, financial, and reporting requirements of the grant. IFLE holds grantees accountable for their subawardees' research, spending, and reporting actions, which must conform to all terms and conditions of the grant award. Subawardees cannot use funds from the grantee to form their own subaward agreements with other organizations—no third party or third tier subawards are allowed. Project Directors may only approve subawardee actions that are consistent with the terms and conditions of the grant.

Grant Management Systems and Technical Support

IFLE requires grantees to use two information technology systems for grant administration and reporting purposes. G5 (G5.gov) is used throughout the Department. The G5 system provides access to official documentation and financial information for each grant. IFLE also employs the International Resource Information System ([IRIS](#)) for grant reporting. The Help Desk for each system is responsible for providing technical support to users. Program officers do not have access to technical support information or tools, they can only assist with programmatic and financial issues.

G5 help is available via the e-mail and phone numbers below.

- Hours Of Operation: 8:00 AM to 6:00 PM EST, Monday - Friday, except on Federal holidays.
- Toll-Free: 1-888-336-8930
- TTY: 1-800-877-8339
- Local: 202-401-6238
- Email: obsessed@servicenowservices.com

IRIS help is available [on the IRIS website](#).

Grant Schedule and Continuation Awards

Project Period and Budget Periods

The **project period**, also known as the **performance period**, is the Department-approved timeframe for a grantee to complete project activities described in the application. The FY 2022 NRC and/or FLAS project period is 48 months.¹

The NRC and FLAS multi-year grants are funded in annual increments (contingent on Congress appropriating funds in its fiscal year budget) called **budget periods**. A single budget period is a 12-month period. NRC and FLAS grants consist of four budget periods, as indicated in the chart in below.

NRC and FLAS Budget Periods

FISCAL YEAR	BUDGET PERIOD	ACADEMIC YEAR	SUMMER
2022	8/15/22 - 8/14/23	AY 2022-2023	Summer 2023
2023	8/15/23 - 8/14/24	AY 2023-2024	Summer 2024
2024	8/15/24 – 8/14/25	AY 2024-2025	Summer 2025
2025	8/15/25 – 8/14/26	AY 2025-2026	Summer 2026

Non-Competing Continuation Awards

The new grant award in the first year of the grant cycle is a direct outcome of the competition and reflects budgetary conditions in that fiscal year. Funding during subsequent years of the grant cycle is contingent upon the availability of funds and the grantees' success in conducting project activities.

Non-competing continuation (NCC) awards cover the second, third, and fourth years of the award. NCCs are processed after the grantee submits an annual performance report, which grantees are required to submit according to the schedules on page [64](#). The assigned program officer must determine that the report demonstrates substantial progress to process the NCC award. To determine substantial progress, the IFLE program officer will review the report for budget and narrative information supporting the objectives of the grant, and for exemplary program or project achievements. Program officers also assess elements of risk for the grant award when processing NCC awards.

NCC award amounts are **not guaranteed** to be the same throughout the grant cycle and can be affected by several factors, including changes in congressional appropriations, a determination that substantial progress has not been made, or other programmatic or budgetary factors. Once NCC amounts are

¹ Grantees who received "funding down the slate" awards in FY 2023 will have an adjusted project period of 36 months covering FYs 2023, 2024, and 2025, and should adjust accordingly all subsequent information provided in the PAM.

confirmed and communicated by the program officer to the grantee, the grantee *is required to submit a revised budget reflecting the amount of the continuation award.*

Risk Management

IFLE staff consider a number of factors when assessing risk and making NCC determinations, including:

- Designation of the grant or entity as high risk²;
- Grantee compliance with risk mitigation strategies imposed on the award (in the case of past risk citations);
- Excessive drawdowns during the previous budget period;
- Large available balance resulting in a substantial carryover request;
- Frequent turnover of project director position;
- Substantial progress made / on schedule toward achieving grant objectives;
- Required performance reports submitted in accordance with reporting deadlines;
- Current financial and performance information in G5 and IRIS;
- Progress noted on corrective actions, if applicable;
- Audit findings under 2 CFR § Part 200, *Subpart F Audit Requirements*; or the institution's response to corrective actions to prior audit findings;
- Grant award history in G5.

Additionally, program staff must consider any issues or concerns, identified through day-to-day oversight, routine monitoring, and technical assistance efforts, that might adversely affect a grantee's performance under a continuation award (e.g.; inefficient internal controls, poor oversight of the project).

IFLE program officers will consult with the Department's Office of the General Counsel (OGC) and ED Risk Management Services to employ additional risk mitigation strategies, if needed.

² "High risk" (see [Appendix A – Glossary of Selected Grant Terms](#)) is an official Department of Education designation applied in accordance with [2 CFR § 3474.10](#). Prior to making an award, the Department conducts a risk evaluation, described in [2 CFR § 200.206](#). Specific conditions, described in [2 CFR § 200.208](#), may be applied to a grant in response to a review of risk posed by applicants, failure to comply with the general or specific terms and conditions of a Federal award, failure to meet expected performance goals, and/or when a grant recipient is not otherwise responsible. This designation and any related conditions will be reflected on the Grant Award Notification (GAN).

Reporting in the IRIS System

NRC and FLAS grantees must submit performance reports using the [IRIS electronic reporting system \(https://iris.ed.gov\)](https://iris.ed.gov). Performance reports help IFLE staff determine whether the grantee is making substantial progress toward meeting the project objectives.

Performance report narratives and data should convey compelling information about grant activities and provide evidence of the impact of the grant activities. IFLE advises grantees to put as much care into preparing their IRIS reports as they did when preparing their grant applications for the competition.

IRIS includes instructions and screens for grantees to input data and information about their grant activities. In addition to describing the grantee's achievements for a reporting period, the IRIS information demonstrates how a particular program's projects respond to the Government Performance and Results Act (GPRA) measures established for that program to assess overall program performance.

The Project Director is responsible for reviewing and submitting the performance reports into the web-based International Resource Information System (IRIS). If a grantee fails to submit a performance report, the Department will not issue a continuation grant award.

Required Reports

Grantees are required to submit the following reports during the grant cycle. To view the most up-to-date reporting deadlines and the content for each report type, visit your grant account in IRIS. The dates published in IRIS constitute the official grant reporting schedule.

National Resource Centers

Two reports each fiscal year, except for the first year of the award:

- **Fall report – due October 15** (*Note: No fall report is required in the first year of the award.*)
 - Adjustments to Project
 - Implementation of Program Priorities
 - Diverse Perspectives & Areas of Need
 - Data uploads:
 - Language Courses
 - International and Area Studies Courses
 - Development of Instructional Materials
 - Center or Program Related Majors, Minors, or Certificates
 - Degrees (Bachelor's, Master's, Doctoral)
 - Placements
 - Outreach Activities
 - Publications
 - Resource Leveraging
 - Budget: "Actuals" budget showing expenditures from past fiscal year

- **Spring report – due May 15** (Note: The second report in the last year of the grant will be the final, end-of-grant report due 120 days after the end of the award. For this reason, no spring report is required in the final year.)
 - Adjustments to Project
 - Implementation of Program Priorities
 - Diverse Perspectives & Areas of Need
 - Budget: Proposed budget for the next year of the grant (except in final year)

	Dates	Fall Report Due	Spring Report Due
FY 2022	8/15/2022 – 8/14/2023	<i>no report</i>	5/15/2023
FY 2023	8/15/2023 – 8/14/2024	10/15/2023 ³	5/15/2024
FY 2024	8/15/2024 – 8/14/2025	10/15/2024	5/15/2025
FY 2025	8/15/2025 – 8/14/2026	10/15/2025	No spring report due. FINAL end-of-grant report and Final Federal Financial Report (SF 425) due 12/15/2026 (120 days after end of grant).

Foreign Language and Area Studies Fellowships

Four reports each year:

- October 15 – Interim Academic Year & Final Summer
- July 1 – Interim Summer & Final Academic Year

Interim reports gather basic fellow information and prompt the “pre-” language evaluations.

Final reports gather information about fellows’ academic performance, fellow feedback, “post-” language evaluation scores, and institutional responses regarding competitive preference priorities and budget updates.

	Dates	FLAS Term	Interim Report Due	Final Report Due
FY 2022	8/15/2022 – 8/14/2023	Academic Year 22-23	10/15/2022	7/1/2023
		Summer 23	7/1/2023	10/15/2023
FY 2023	8/15/2023 – 8/14/2024	Academic Year 23-24	10/15/2023	7/1/2024
		Summer 24	7/1/2024	10/15/2024
FY 2024	8/15/2024 – 8/14/2025	Academic Year 24-25	10/15/2024	7/1/2025
		Summer 25	7/1/2025	10/15/2025

See next page for FY 2025 information.

³ “Funding down the slate” grantees do not have a report due in fall 2023 as this is the first year of their award.

	Dates	FLAS Term	Interim Report Due	Final Report Due
FY 2025	8/15/2025 – 8/14/2026	Academic Year 25-26	10/15/2025	7/1/2026
		Summer 26	7/1/2026	10/15/2026 Final Federal Financial Report (SF 425) due 12/15/2026 <i>(120 days after end of grant).</i>

FLAS Fellows: Pre- and Post-Fellowship Language Evaluations

As soon as eligible academic year FLAS fellows and summer FLAS fellows are selected, the FLAS Coordinator **must** assign all fellows to a qualified language evaluator who will administer the pre-and post-fellowship language evaluations. FLAS Coordinators assign the fellows in the International Resource Information System (IRIS). **In assigning evaluators, it is our expectation that the evaluator who administers the fellow’s “pre-” language evaluation will be the same evaluator who will administer the fellow’s “post-” language evaluation.** Please advise your language evaluators that they are required to conduct both evaluations for all fellows who are assigned to them.

NRC Administration Essentials

This section provides the most essential information about the administration of your NRC grant.

Additional information on the following subjects may be found in [Appendix H – Additional NRC Administration Guidance](#):

- Diverse Perspectives and Areas of Need
- Open Licensing Expectations
- Change of NRC Project Director
- Adding and Updating NRC Grant Personnel in IRIS

Allowable Activities

Allowable activities under the NRC grant include:

- teaching and research;
- conducting outreach activities to K-16 institutions, business, media, general public;
- developing interdisciplinary courses;
- offering performance-based language instruction and assessment;
- establishing overseas linkages;
- hosting summer institutes for area studies, foreign languages, and other international fields; and
- increasing library acquisitions.

All NRC budgets should relate to these activities, in addition to addressing:

- the absolute priority for diverse perspectives and government service, and
- the competitive preference priority for partnerships with Minority-Serving Institutions (MSIs) and community colleges.

Note: Projects focusing on ethnic groups or immigrant populations in the U.S. cannot be conducted with Title VI funding. Comparative projects including the U.S. or its border territories may only use Title VI funding to support the non-domestic elements.

NRC Budgets

To conduct the allowable activities described above, NRC budgets follow the [ED-524](#) form categories:

- Personnel
- Fringe Benefits
- Travel
- Supplies
- Contractual
- Other

- Indirect Costs (capped at 8%)
Examples: The costs of operating and maintaining facilities, equipment, and grounds, as well as depreciation allowances (“facilities costs”); salaries of administrators and services, such as payroll and personnel that benefit Federal programs (“administrative costs”).
- Total Direct Costs

The revised budget (see [Appendix A – Glossary of Selected Grant Terms](#)) submitted by a grantee and approved by the program officer represents the official spending plan for implementing NRC project activities.

Budget Adjustments (Transferring Money Across Categories)

Grantees are allowed to adjust their budget plans without prior approval, **as long as the revisions do not materially alter the scope of project activities that the budget supports and as long as the total amount of money transferred is under 10% of the total budget for the budget period.** Each NRC was selected to receive FY 2022-2025 funding based on the particular set of activities proposed in the grant application that was read and scored during the competitive peer review process. Budget revisions, therefore, must not significantly alter the scope of those activities and expectations.

Consider: If you made this budget adjustment in your original grant application, would your application be materially different?

Grantees are allowed to transfer funds between major line items provided that the cumulative transferred amount does not exceed 10% of the total budget for that budget period (grant year).

Example: If the total grant amount for the fiscal year is \$220,000, the cumulative amount transferred between line items during the fiscal year must not exceed \$22,000.

For transfers exceeding the 10% threshold, grantees must obtain prior written approval from the IFLE program officer.

To obtain prior approval, the Project Director should submit a brief written justification to the IFLE program officer explaining why the budget transfer is needed to conduct the project. The justification should describe how the transfer is allowable, allocable, and reasonable in meeting the objectives of the approved plan, and make clear that it does not materially alter the project’s overall scope. It is the grantee’s responsibility to ensure that the cumulative transferred amount does not exceed the 10% threshold in each budget period.

Note: Program officers are allowed up to 30 days to respond (e.g., approve, disapprove, request more information). Although a 30-day timeframe is allowed, program officers usually review requests sooner.

Financial Management and Drawdowns

Grantees must follow the federal requirements for financial management and cash drawdowns in [2 CFR § 200.302](#). See [Appendix D – Financial Management and Drawdowns](#) for detailed information.

Carrying Over Unobligated Balances

Grantees are permitted to carry forward unobligated NRC balances to subsequent funding periods without obtaining prior approval from ED.⁴ IFLE recommends discussing your carryover amount with your IFLE program officer. Grantees are required to report on carryovers in the IRIS annual report.

No-Cost Extension (Time Extension)

Grantees may request a one-time no-cost extension (NCE) of up to 12 months before the award's expiration date. The grantee must submit a written request – including supporting reasons and revised expiration date – to the program officer **at least 10 days before the original end date of the award**. *This one-time extension may not be applied merely for the purpose of using unobligated balances.*

To submit an NCE request, use the “Time Extension” button in IRIS (located next to the final year's report area on the “Select, View, Submit Reports” screen). If you experience any technical difficulties in IRIS, please email the request directly to your IFLE program officer. The IFLE program officer **must** receive your request at least 10 days before the end date of your award in order to consider the request. Late NCE requests cannot be approved.

The NCE request must include the following:

- PR/Award number;
- Description of activities to be conducted during the extension period;
- Explanation(s) for the inability to complete activities during the original performance period;
- Funds to be used during the extension period;
- Proposed new end date for the grant.

If approved, the end date on the grant will be updated in IRIS and G5, and a revised Grant Award Notification will be issued by G5 reflecting the new project end date.

⁴ Title 2 CFR § 200 of the OMB “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” waives the prior approval procedures for carryover.

Travel Costs and Approvals

Allowable Costs for Travel

Federal funds can be used to pay for airfare, hotels, meals, and incidentals for faculty and staff members' travel related to approved NRC activities. Examples of the purposes of travel may include:

- library acquisitions,
- establishing study abroad programs and other institutional linkages,
- course development and research,
- presentations at conferences that are directly related to the faculty member's research and/or area of expertise,
- professional development.

Note: NRC funds can only be used to support student travel in limited and exceptional circumstances.⁵

General Travel Guidance

- Domestic travel within the scope of approved NRC activities does not require approval by an IFLE program officer. Expenses cannot exceed allowable rates set by the grantee institution or the General Services Administration (GSA)⁶.
- All international travel expenses covered with NRC funds **must** be pre-approved by an IFLE program officer by submitting a Travel Approval Request (TAR) in IRIS **at least 30 days prior to planned travel**. Per diem expenses cannot exceed the [foreign per diem rate](#) set by the Department of State, and all flights purchased with federal funds must comply with the [Fly America Act](#) or an Open Skies Agreements.
- No travel may occur after the end date of the grant.

See page [29](#) for more detailed information about travel and completing a TAR.

⁵ Per NRC program regulations (§656.30), funds for undergraduate travel are allowable only in conjunction with a formal program of supervised study in the subject area on which the center focuses (e.g., a short-term study trip where a professor and/or center staff member accompanies a group of students abroad for a course directly tied to the work of the center).

⁶ U.S. territories are covered by the [per diem rates set by the Department of Defense](#).

FLAS Administration Essentials

This section provides the most essential information about the administration of your FLAS grant. Additional information on the following subjects may be found in Appendix I – Additional FLAS Administration Guidance:

- FLAS Student Application and Selection Process
- FLAS Award Disbursement and Other Issues
- Terms and Conditions Document for FLAS Fellows
- Financial Management and Drawdowns
- Partial Awards (Academic Year FLAS Fellowships)
- Forfeited, Terminated, or Withdrawn Fellowships
- Transfers of Funds Among FLAS Grantees
- Options for Expending Unused FLAS Funds
- FLAS Tracking Survey
- FLAS Alumni Group on LinkedIn
- Change of FLAS Project Director
- Adding and Updating FLAS Grant Personnel in IRIS

Fellowship Types and Amounts

Each institution's allocation of FLAS fellowships is based on what was described in the grant application.

- Institutions **may not** change the types of FLAS fellowships offered (academic year (AY) graduate, AY undergraduate, summer) from what is described in the original grant application.

Example: An institution that requested only AY undergraduate fellowships may not change mid-grant cycle to offer graduate fellowships (instead of or in addition to AY undergraduate awards).

- Institutions **may** change the distribution of award types without prior approval by IFLE.

Example: An institution requested 3 AY graduate, 2 AY undergraduate, and 5 summer awards. They may change the distribution for a particular year to 3 AY graduate, 4 AY undergraduate, and 1 summer award.

Amounts

TYPE	TUITION & FEES	STIPEND	TOTAL	TRAVEL AWARD
Academic Year Undergraduate	\$10,000	\$5,000	\$15,000	Not eligible
Academic Year Graduate	\$18,000	\$20,000	\$38,000	Not eligible
Summer (All students)	\$5,000	\$3,500	\$8,500	Up to \$1,000

Academic Year (AY) Awards

- May be used in the United States or abroad.
- Types of AY FLAS Awards:
 - Standard Award: Students must take **at least one language course and one area studies course per term** (quarter, trimester, or semester).
 - Dissertation Awards (“Dissertation Research Abroad” and “Dissertation Writing at Home”): Only doctoral candidates at an advanced level of the language of study proposed qualify for this type of award. Candidates must use the language(s) in their dissertation research or writing. These awards, especially writing awards, are intended to support students as they complete their dissertations and earn their degrees.

Summer Awards

- Awarded only for intensive language study (area studies coursework not required).
- May be used in the United States or abroad.
 - Graduate students may enroll in beginner-level programs abroad ONLY IF equivalent instruction is not available in the U.S. (*French, German, Spanish, and some other languages have beginner-level summer courses available in the U.S.*)
- Intended to provide a fellow with the equivalent of one AY of intensive language study.
 - At the advanced level: The session must be at least six weeks in duration and offer at least 120 contact hours of instruction.
 - At the beginning or intermediate level: The session must be at least six weeks in duration and offer at least 140 contact hours of instruction.

Note: Contact hours refer to time spent in a formal learning environment tied to the program’s curriculum and/or learning outcomes. Fields trips, excursions, and other leisure activities do not count toward the contact hour requirement, even if they provide informal exposure to the use of a language.
- Students may combine programs or supplement a program’s hours with private tutoring to meet the required minimum number of contact hours.
 - If a student’s plan of study includes private tutoring, the FLAS coordinator must submit a syllabus for the tutoring and the instructor’s CV.
- See page [22](#) for guidance on FLAS travel awards.

FLAS Coursework Requirements

Area Studies Course Definition

A course providing 25-100% content related to international or area studies may be counted toward the FLAS area studies course requirement.

Grades and Credits

Students should receive grades and credits for their FLAS coursework. If a program does not offer grades, or if the institution does not require grades for certain courses or operates on a pass/fail system, you must provide an explanation in the comments section of the student entry on the FLAS report.

Independent Studies and Directed Readings

An independent study or a directed readings course may be used to fulfill the FLAS area studies or language course requirement as long as such courses meet the FLAS program requirements. Courses intended to be used toward the FLAS **language** course requirement must incorporate language acquisition into the course content, and students must be evaluated (at least in part) on their use of the language. In order for a course to count toward the FLAS **area studies** requirement, at least 25% of course content must focus on the world region associated with the allocation of FLAS awards.

Fellows must submit a request for approval for independent study or directed reading to the FLAS Fellowship Coordinator. The timeline for the student submitting such a request may be determined by the FLAS Coordinator. The request must include:

- A justification for the need of an independent study or directed reading;
- A course syllabus, similar to that of a syllabus for a regular course, that describes--
 - the content and context of the independent study or directed reading,
 - the course objectives,
 - the course requirements,
 - the standards for evaluating the student, including a scoring rubric,
 - the schedule for the assignments and deliverables, and
 - a bibliography;
- The instructor's curriculum vitae.
- *Courses intended to be used toward the FLAS language course requirement MUST incorporate language acquisition into the course content, and students must be evaluated (at least in part) on their use of the language.*

The FLAS Fellowship Coordinator determines whether:

- The justification for the need of an independent study or directed reading is strong and in alignment with the educational goals of the fellow;
- The syllabus contains all the required components; and
- The instructor is qualified to teach the course.

Institutions are responsible for approved independent courses or directed readings meeting the FLAS Fellowships program requirements for language and area studies courses. Failure to meet these requirements may result in the fellows being ineligible and institutions may be held accountable for improper payments. Grantees must also maintain records of the requests and approvals for independent studies or directed readings. These records may be inspected during a desk review or site visit.

Prior approval for these courses is NOT required from IFLE before the course start date. FLAS Coordinators are advised to contact their IFLE program officer for guidance if needed.

Distance Education

- Distance education courses may be used to fulfill FLAS requirements, as long as the courses are synchronous (i.e., provide real-time “face-to-face” interaction with the instructors).
- Grantees must request approval for a distance education course from the IFLE program officer, unless the course is an established synchronous course with an approved course number and curriculum offered through the grantee institution.

Proficiency Level Requirements

- Fellowships may not be awarded for beginner-level study of French, German, or Spanish.
- Undergraduates **cannot** receive awards for beginner-level study.
- Undergraduates must **always** study a less commonly taught language (LCTL) (any language other than French, German, or Spanish).
- Graduate students may engage in beginner-level study, but *only* when:
 - The student already has advanced proficiency in another language related to the student’s field of study; and
 - Learning the new language is required for the student’s overall training and expertise.
 - Graduate students may enroll in beginner-level summer programs abroad **ONLY IF** equivalent instruction is not available in the U.S.

Graduate students who do not meet the criteria above may still be considered for beginner-level language study. Exceptions to the above rules for graduate beginner-level study may be considered on a case-by-case basis. Email your IFLE program officer with a request that includes a compelling justification for an exception. Grantees must note that an exception has been requested and approved by the program officer in the “comments” section of the student entry in IRIS.

Use of FLAS Awards Overseas

Students may use their FLAS awards for programs overseas so long as they still complete FLAS program requirements (for coursework, contact hours, etc.).

When a FLAS award is applied for an overseas program, the institution must submit an Overseas Program Request to the IFLE program officer through IRIS. See page [23](#) for more information.

Smart Traveler Enrollment Program (STEP)

The Smart Traveler Enrollment Program (STEP) is a free service from the Department of State that allows U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. In case of an emergency, the embassy can contact the traveler to provide important safety

and security information or support during a crisis. **IFLE requires FLAS fellows attending overseas programs to enroll their travel plans at the [STEP website](#).**

Travel Warnings

IFLE will not approve the travel of FLAS students to countries where the State Department has strongly urged private American citizens to depart immediately for reasons of personal security (i.e., “Level 4: Do Not Travel”, “ordered departure”) or suspended its Fulbright program for the same reason. IFLE will not approve travel to countries under an “authorized departure” where the ambassador has requested Fulbright project participants to leave for security reasons. For up-to-date information on travel warnings, consult the [Department of State travel warnings and consular information sheets online](#).

FLAS Award Disbursement

Institutional Payments (Tuition and Fees)

- Tuition and fees payments are limited to actual costs. Any difference between actual costs and the maximum FLAS award allowed should be returned to the center’s FLAS account and used to fund additional awards.
- If the actual costs of tuition and fees exceed the maximum FLAS amount allowed, the institution is not required to cover the excess. The institution may, of course, cover the cost, but it may also hold the student responsible for the remainder. It is unallowable to use FLAS funds to cover excess tuition and fees.

Subsistence Allowances (Stipends)

- Stipends should be paid in installments over the course of the fellowship term.
- Payments should be made only to fellows who are in good standing and who are making satisfactory progress.
- FLAS fellows **must** receive the full amount of the FLAS stipend to which they are entitled. (Exceptions may exist in cases where other federal stipend funding is present. See page [25](#) and/or contact your Program Officer for more information.)

Summer FLAS Program Payments

- **Payment of tuition/fees to summer programs:** Whenever possible, institutions should pay the student’s tuition and fees *directly* to the institution that organizes the summer program.
 - In exceptional cases where this is not possible, institutions may arrange to pay the program through the student. The student must obtain receipts and all parties must keep detailed records of the transaction involved in case of future audit to prove that the FLAS funds did, in fact, go to the organizing institution for tuition and fees.
- **Flat program fees:** In cases where a summer program charges one flat fee to cover the entire program (encompassing tuition, fees, as well as charges for room and board), institutions may

pay the flat program fee but are expected to inquire about the value of the room and board and adjust the stipend payment accordingly (as stipend is intended to cover room, board, and other expenses). The center should deduct the value of room and board from the normal FLAS stipend payment.

Example:

A summer FLAS program overseas charges \$6,900 for the whole program and includes room and board. You find out from the overseas program that room and board has a value of \$2,000.

In this case, the following payments would be appropriate:

- Center pays the \$6,900 program fee directly to the organizing institution;
- Center deducts \$2,000 from the normal FLAS stipend amount since that is going toward room/board. Student receives an adjusted stipend amount of only \$500.

Note: In this case, the value of the tuition for calculating the FLAS institutional payment is \$4,900. The fellowship could cover up to \$100 more out of the FLAS institutional payment for any additional fees, such as an unanticipated mandatory fee that a fellow only learned about after arriving at the program. That additional amount would reach the institutional payment maximum of \$5,000 and the fellow could not receive any further FLAS payment for tuition and fees.

Travel Awards for Summer FLAS

- Summer FLAS fellows may receive travel awards in the amount of \$1,000 or the actual cost of travel – whichever is less – to attend a domestic or an overseas language program.
- Travel awards may cover the costs of travel via air, car, rail, or bus. Air travel must comply with the [Fly America Act or an Open Skies Agreement](#).
- If a student's travel is funded by a FLAS travel award, the travel should take place within two weeks of the official program start/end date. The travel must be directly associated with the student's participation in the FLAS program. This approach minimizes risk and ensures the travel is closely associated with the grant.
- FLAS Coordinators must submit a Travel Approval Request (TAR) in IRIS and receive approval from a program officer for each FLAS travel award. See page [29](#) for more detailed information about travel and completing a TAR.

Visas and Health Insurance

FLAS funds may cover visas and health insurance.

- If these costs are included in a single amount that also includes the program's tuition and fees and the program cannot provide a detailed breakdown of individual costs, then the FLAS institutional payment (tuition/fees) may cover the expenses.
- If these costs can be differentiated from and/or are **not** invoiced as single undifferentiated amount for a program's tuitions and fees, then the student must use FLAS stipend funds to cover these expenses.

IRIS Requests

Overseas Program Requests (OPRs)

An OPR is required to request the IFLE program officer's approval of area studies and language programs that take place overseas. The FLAS Coordinator is required to submit a student's OPR into IRIS at least 30 days prior to the student's travel date. IFLE will not consider overseas program requests submitted after the program has started.

The OPR must include the following:

- FLAS grant PR award number
- Institution (home institution)
- World area
- Report (indicate which FLAS session applies to the student, e.g., Summer 23 or AY 22-23)
- Fellow name
- Fellow degree level (undergraduate or graduate)
- Language
- Language level
- Total number of weeks
- Total number of hours
- Country
- Additional countries
- Departure date
- Return date
- Program start date
- Program end date
- Program web site
- Justification, including degree pursued and progress, how the program of study contributes to the student's educational and/or career goals, and whether the student has previous travel abroad experience (especially important for undergraduate students)
- Submit date

The IFLE program officer will review the OPR to ensure that the justification clearly describes how the overseas program is relevant to the student's training. The program officer will also verify that the program is of high quality and meets the FLAS program requirements.

COMMON ISSUES AND ERRORS WITH OPRs

- Incorrect fellowship period is entered in the "Report" field.
- "Justification" section does not adequately explain the relevance of the overseas program to the student's training, academic trajectory, and career goals.
- Request does not include details on which courses the student plans to take overseas to fulfill FLAS coursework requirements.

- Information about contact hours is inaccurate or does not meet expectations for a given level of study, especially for summer language study.
- Broken link to the program information.

Language Approval Requests (LARs)

Each center is approved to issue FLAS awards for the languages that were included in its original FLAS grant application. If you would like to make a one-time FLAS award in another language, or if you have developed a new language program on your campus (that did not exist at the time of the original grant application) and would like to add the language to your list of FLAS-eligible languages for the remainder of the grant cycle, you must submit a LAR.

The LAR is submitted in IRIS to request approval to add a FLAS-eligible language for:

- An academic year only
- A summer only
- The remainder of the grant cycle.

LARs must be submitted **at least 30 days before the start of the language course or program in question.**

- For “one-time” requests: The LAR should clearly describe the relevance of the language to the particular student’s training.
- For “remainder of the grant cycle” requests: The request should demonstrate that:
 - The language will be taught at three or more levels at the home institution;
 - The institution has enough qualified instructors for the language on staff;
 - Instruction of the new language will be sustained at the institution.

If the LAR is approved, the requested language automatically updates in IRIS and is added to the grantee’s existing list of FLAS-eligible languages for either the FLAS term in question or the remainder of the grant cycle.

Dissertation Approval Requests (DARs)

DARs are submitted for FLAS dissertation research abroad requests. The FLAS Coordinator must submit the DAR at least 30 days prior to the travel date. The DAR asks for the following information:

- Student information
- Organization affiliation(s)
- Institutional affiliation(s)
- Adviser name
- Dissertation research topic
- Methodology
- Research dates
- Visa status and validity dates

- Research permission status and date

The most frequent error on the DAR is a weak description of methodology.

Travel Approval Requests (TARs)

- FLAS coordinators must submit a travel approval request (TAR) in IRIS for each student receiving a FLAS travel award. IFLE does **not** approve retroactive travel.
- The procedure for submitting Travel Approval Requests in IRIS is the same for NRC and FLAS and is addressed in more detail on pages [29-30](#).

FLAS Fellowships and Other Funding for the Same Award Period

- When determining fellowship packages, institutions should advise students to accept either the FLAS fellowship or another offer of support to ensure that the limited number of FLAS fellowships is used efficiently and benefits the greatest number of eligible students.
- FLAS fellows may accept additional funding, including funding provided by another fellowship or scholarship funded by the U.S. government, as long as there is no duplication of funds. In this context, no duplication of funds means:
 - For institutional payments (tuition and fees): Fellowship recipients should not automatically receive the maximum allowable amounts from multiple fellowship programs. Payments must be calculated based on the actual cost of tuition and fees, and each program's contribution should remain within the maximum limit set for each program. Funds should supplement and not overlap each other.
 - For stipends: Fellows may receive the full stipend amounts from multiple fellowship programs in most cases. See examples below.
- A fellow may not simultaneously receive multiple FLAS fellowships. Other scholarships and fellowships funded by the U.S. government for different program purposes are unlikely to result in duplication of funds. See examples below.

Examples: Other Funding, Non-federal

1. An academic year graduate student receives a Teaching Assistantship from the institution that covers 100% of tuition/fees and provides a \$10,000/year stipend. In this case, the student would receive \$0 of FLAS funding for tuition/fees and a full FLAS stipend of \$20,000/year.

<i>Academic Year Graduate Award</i>	Tuition/fees	Stipend
Teaching Assistantship	100%	\$10,000
FLAS	None (The amount is limited to actual costs, and no costs remains.)	Full FLAS amount \$20,000/year

<i>Academic Year Graduate Award</i>	Tuition/fees	Stipend
TOTAL	100% covered by TAsip	\$30,000 = \$10,000 from TAsip and \$20,000 from FLAS

2. An academic year undergraduate student receives an outside scholarship that offers \$3,000 toward tuition/fees and a \$2,000 stipend. In this case, the student may receive up to \$10,000 FLAS funds toward tuition/fees (limited to actual costs) and a full FLAS undergraduate stipend of \$5,000/year.

<i>Academic Year Undergraduate Award</i>	Tuition/fees	Stipend
Outside Scholarship	\$3,000	\$2,000
FLAS	Up to \$10,000, limited to actual costs	Full FLAS amount \$5,000/year
TOTAL	Up to \$13,000	\$7,000

Examples: Other Funding, Federal

1. An undergraduate student receives a State Department scholarship to attend a summer language program that costs \$8,000. The State Department program will pay up to \$8,000 for tuition/fees and provide a \$2,000 stipend. In this scenario, the student could not receive any FLAS money toward tuition/fees, but could receive \$3,500 in FLAS stipend to total the regular FLAS summer stipend amount.

<i>Summer Undergraduate Award</i>	Tuition/fees	Stipend
State Department Program	\$8,000	\$2,000
FLAS	None (FLAS funds would be considered duplicative as an amount greater than the maximum allowable FLAS payment is already covered by the State Department program and all program costs are covered.)	\$3,500
TOTAL	\$8,000	\$5,500

2. A graduate student receives a National Science Foundation (NSF) Graduate Research Fellowship and is selected to receive an academic year FLAS as well. The NSF fellowship covers \$12,000/year in tuition/fees and provides a \$37,000/year stipend. In this case, FLAS could cover up to \$18,000 in tuition/fees (limited to actual costs) and would provide a stipend.

<i>Academic Year Graduate Award</i>	Tuition/fees	Stipend
NSF Fellowship	\$12,000	\$37,000
FLAS	Up to \$18,000, limited to actual costs	\$20,000
TOTAL	Up to \$30,000	\$57,000

Employment (Internships and Jobs)

FLAS fellows may pursue employment opportunities during their fellowships, provided that the employment **does not interfere** with the student's responsibilities as a FLAS fellow.

- The FLAS fellowship is intended to provide support to help the student focus on their studies and achieve high performance in language and area studies. Other opportunities should not interfere with FLAS.
- If the awarding center and the fellow believe the fellow can successfully manage the fellowship and employment duties without sacrificing academic performance, the center may allow the employment. The FLAS fellowship should nonetheless still take priority.
- FLAS coordinators should check in with these students throughout the year to ensure they are managing all responsibilities successfully.
- Internships/jobs may **not** be used to count toward FLAS coursework requirements.

Special Situations

- Vacating a Fellowship: If a fellow vacates a fellowship before the end of an award period, the institution may award the balance to another student as long as the student has been selected through an open competition process by the FLAS committee and the remaining fellowship period is at least one full term (e.g., quarter, semester).
- Terminating a Fellowship: It is the institution's responsibility to monitor student progress. An institution should terminate a fellowship if it determines that the fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution.
- Repayment of a Fellowship: Repayment of the award is not generally required if the circumstances are outside of the student's control (e.g., family or medical emergency). If there are no documented extenuating circumstances and an improper payment to an ineligible fellow occurred, **the institution may require the student to repay any fellowship**

funds that have been disbursed in accordance with institutional policies. When in doubt, FLAS Coordinators are advised to contact their IFLE program officer for guidance.
See page [60](#) for more information.

Building and Fostering Community Among FLAS Fellows

Building and fostering a sense of community among FLAS fellows contributes to a successful FLAS program. FLAS Coordinators are encouraged to provide networking opportunities and professional development for FLAS students through the following activities:

- Host monthly meet-and-greets for all FLAS fellows;
- Engage fellows in outreach activities and events;
- Establish mentorships among the FLAS fellows;
- Organize regular sessions to get “highlight” stories about what the fellows are doing;
- Inform fellows about the [Alumni of the FLAS Fellowships Program group on LinkedIn](#) for career insights and networking opportunities and encourage fellows to join the group.

Contingency Language at End of Grant

All fellowships awarded under the FY 2022-2025 grant cycle must be completed by 08/14/2026 (unless a no-cost extension is granted). Awards beyond that date are contingent on the institution receiving an allocation of funds under the FY 2026-29 competition.

If your center plans to apply for another allocation of FLAS awards at the end of the FY 2022-2025 grant cycle, you may choose to hold a competition to select potential FLAS fellows for AY 2026-2027. Please note, however, that fellowships would be contingent on the results of the FY 2026 FLAS program competition for institutions, and individual funding for students would not be guaranteed for AY 2026-2027. We *strongly recommend* that you make this clear to the students who apply. Example language:

Please note that [institution/center name] is participating in a competition for FLAS funding from the U.S. Department of Education in Spring 2026. While [Center/institution name]’s summer 2026 FLAS fellowships are already funded, ***funding for the 2026-2027 academic year FLAS fellowships is not guaranteed and is contingent on successfully competing for next year’s budget allocation from the U.S Department of Education.*** FLAS applicants are strongly encouraged to pursue additional funding options for their academic year.

NRC and FLAS Travel Guidance

Travel Costs and Approvals

Federal funds can be used to pay for airfare, hotels, meals, and incidentals for travel related to approved grant activities. Grantees must request any required pre-approvals by submitting a Travel Approval Request (TAR) in IRIS.

International Travel

All international travel expenses covered with grant funds must be pre-approved by an IFLE program officer.

IFLE does not approve retroactive travel. Flights covered by federal funds must comply with the [Fly America Act or an Open Skies Agreement](#) (see [Appendix K – Fly America and Open Skies](#)). Even if federal funds are only paying for the international hotel, the request must be pre-approved. Rates for hotels, meals, and incidentals cannot exceed the [foreign per diem rate](#) set by the Department of State. Expenses exceeding the Department of State rates must be paid for by other sources.

NRC funds may cover visas, the costs of vaccinations, and travel health insurance as required for the health and safety of the traveler.

FLAS funds may cover visas and health insurance.

- If these costs are included in the tuition and fees bill for a program, then the FLAS institutional (tuition/fees) payment may cover the expenses.
- If these costs are *not* wrapped into the tuition and fees bill for a program, then the student must use FLAS stipend funds to cover these expenses.

Domestic Travel

Domestic travel within the scope of approved NRC activities does not require approval by the IFLE program officer. Domestic travel covered by a FLAS travel award requires pre-approval.

Travel expenses for hotels, meals, and incidentals in the 50 U.S. states should not exceed the [per diem rate set by the institution or the General Services Administration \(GSA\)](#).⁷ The pre-tax hotel rate should be equal to or less than the GSA rate, and the allowance for meals and incidentals should not exceed the GSA rate. Any expenses exceeding GSA rates should be paid for by other sources. These rates are the default guidance for determining reasonable costs for domestic travel, but grantees may also incur reasonable costs that conform to written travel policies established by the grantee's institution.

⁷ U.S. territories are covered by the [per diem rates set by the Department of Defense](#).

Car Travel

If travel occurs by car, the reimbursement should not exceed the [privately-owned vehicle rate](#) established by GSA.

Travel after the End of the Grant Period

According to [34 CFR § 75.707](#), funds required for travel are obligated at the time when travel is taken, *not* at the time that the fare is purchased. As a result, the return date for travel cannot be after the end date of the four-year duration of the grant's performance period. A return date after this date is allowable only if a no-cost extension has been granted.

Travel Approval Requests (TARs)

An approved Travel Approval Request (TAR) is required for international travel supported by NRC grants and all travel supported by a FLAS travel award.

Requests to spend federal funds on these types of travel must be submitted in IRIS **at least 30 days before the date of travel** and approved prior to making any non-refundable purchases or beginning travel. Program officers need this time to review the TAR, consult with federal partners, address travel warnings and other safety concerns, and return disapproved TARs for revision.

IFLE does not make retroactive approvals. Grantees should not purchase tickets before receiving approval, but travelers may make tentative, non-binding reservations. Non-refundable purchases are not an acceptable justification for approving unallowable travel expenses.

A complete TAR includes:

- A description of the trip's purpose, including the trip's connection to approved grant activities.
- A certification from the grantee that the travel is compliant with the Fly America Act or an Open Skies Agreement. Grantees are responsible for verifying that travel is compliant.
- An itemization of costs under "explanation of expenditures" that reflects appropriate allowable rates, such as GSA per diem or State Department foreign per diem rates. Grantees should break out expenses by category, including itemizing lodging expenses separately from expenses for meals and incidentals. Example:

<i>Roundtrip Airfare: Miami-São Paulo = \$978</i>
<i>Airport transfers: \$200</i>
<i>Hotel in São Paulo – \$282/night x 2 nights = \$564</i>
<i>Meals/incidentals in São Paulo – \$126/day x 2 days = \$252</i>

- If the flight qualifies under an Open Skies Agreement or other exception, the submitter should include an explanation in the comments section of how the flight meets the exception.

Note: Due to security concerns, we do not allow travel to certain parts of the world using Title VI funding. Because security situations are often fluid, it is not possible for us to generate a stable list of

countries to which we do not allow travel. Program officers closely monitor the security situations throughout their world areas and will decide together, and with reference to the [State Department's travel advisory pages](#), where travel will be allowed and where it will not. Contact your program officer if you have any doubts or questions about the possibility of travel to certain countries and keep in mind that travel approvals may be revoked if security situations change.

CHEAT SHEETS

Cheat Sheet – NRC Grant Administration

- **Financial management and drawdowns:** Grantees must follow the federal requirements for financial management and cash drawdowns in [2 CFR § 200.302](#). See page [47](#) for more information.
- **Budget adjustments:** Grantees can adjust their budget plans without prior approval, as long as:
 - the revisions do not materially alter the scope of project activities, AND
 - the amount transferred between categories does not exceed 10% of the total budget for that budget period.

Example: Total FY budget is \$220,000. Cumulative amount transferred during the FY may not exceed \$22,000 without prior approval.

For transfers exceeding the 10% threshold, grantees must obtain prior written approval from the IFLE program officer.

When you have a substantial change to a project activity or to your overall budget, please send a revised budget to your IFLE program officer for official approval.

- **Travel:** NRC funds may be used to cover travel expenses related to approved NRC activities.
 - Domestic travel (within the United States) does not require prior approval.
 - International travel requires prior grantee submission and IFLE program officer approval of a Travel Approval Request (TAR) in IRIS.
 - International flights covered by NRC funds must comply with Fly America/Open Skies.
 - All costs must be itemized in the “comments” section using allowable rates.
 - Allowable rates: Lodging and meals/incidentals expenses covered by NRC funds must comply with the allowable rates set by the relevant U.S. government authority:
 - U.S. states: [General Services Administration \(GSA\) per diem rates](#)
 - U.S. territories: [Department of Defense per diem rates](#)
 - International: [Department of State per diem rates](#)
- **Carryover:** Grantees may carry forward unobligated NRC balances to subsequent funding periods within the grant cycle without obtaining prior approval from ED.
 - IFLE still recommends discussing your carryover amount with the IFLE program officer.
 - Grantees are required to report on carryover in the IRIS annual report.
- **Time extension:** Grantees may request a one-time no-cost extension (NCE) of up to 12 months after the award’s original expiration date. The grantee must submit a written request to the IFLE program officer at least 10 days before the original end date of the award. Program officers encourage grantees to submit requests earlier than this if possible.

Cheat Sheet – FLAS Coordinators

Fellowship Amounts

Academic Year			Summer		
Grad →	\$18,000	tuition	Grad & Undergrad →	\$5,000	tuition
	\$20,000	stipend		\$3,500	stipend
Undergrad →	\$10,000	tuition			
	\$5,000	stipend			

Note: Institutional (tuition) payments may not exceed the actual cost of a fellow's tuition and fees. Special rules apply when combining funds from multiple federal sources that support language study.

Undergraduate Students

- Must be at the intermediate or advanced level of study; AND
- Must be studying a LCTL. Spanish, French, or German are not permitted for undergraduates.

Graduate Students

- May study any language at the intermediate or advanced level.
- May engage in beginner-level study in any modern foreign language (LCTLs or non-LCTL) if they already have advanced proficiency in another language related to field of study.
 - If a beginner award is made, note the "other language" proficiency in the "comments area of student entry in IRIS.
 - Exceptions made on a case-by-case basis if there is a strong justification. Requests should be emailed to the program officer. If approved, note it in "comments" area of student entry.

Overseas Programs (AY and Summer)

- All programs must be approved in advance by a program officer through an OPR in IRIS.
- Academic year programs must include language and area studies courses, unless a fellow is conducting dissertation research abroad. Dissertation research requires a DAR approval in IRIS.
- Undergraduates must be at intermediate or advanced level to use a fellowship overseas.
- Graduate students may enroll in beginner-level programs abroad ONLY IF equivalent instruction is not available in the U.S. French/Spanish/German courses are widely available at this level.
- Fellows must enroll in the [State Department's STEP program](#) before the program begins.

Summer Programs (Overseas and Domestic)

- Only for intensive language training equivalent to one AY of instruction.
- Must be at least six weeks in duration AND offer:
 - minimum 120 contact hours of instruction for advanced level, OR
 - minimum 140 contact hours of instruction for beginning or intermediate level.
- Field trips do not count toward contact hours. Tutoring may be included in contact hours.
- Students may combine two separate programs for the same language to meet duration and contact hour requirements.
- Travel awards of up to \$1,000 may be attached to summer FLAS award. Itinerary must comply with the Fly America Act. Grantee must have an approved TAR in addition to an approved OPR.

Please encourage your FLAS fellows to join our [FLAS Alumni Group on LinkedIn](#)!

Cheat Sheet – FLAS Reporting Checklist

The following list covers the most common FLAS reporting issues. Advising students proactively on the correct way to complete their IRIS reports will save you and the IFLE program officer a lot of time. (The parentheses after each item indicate whether the advice applies to academic year (AY), summer, or both).

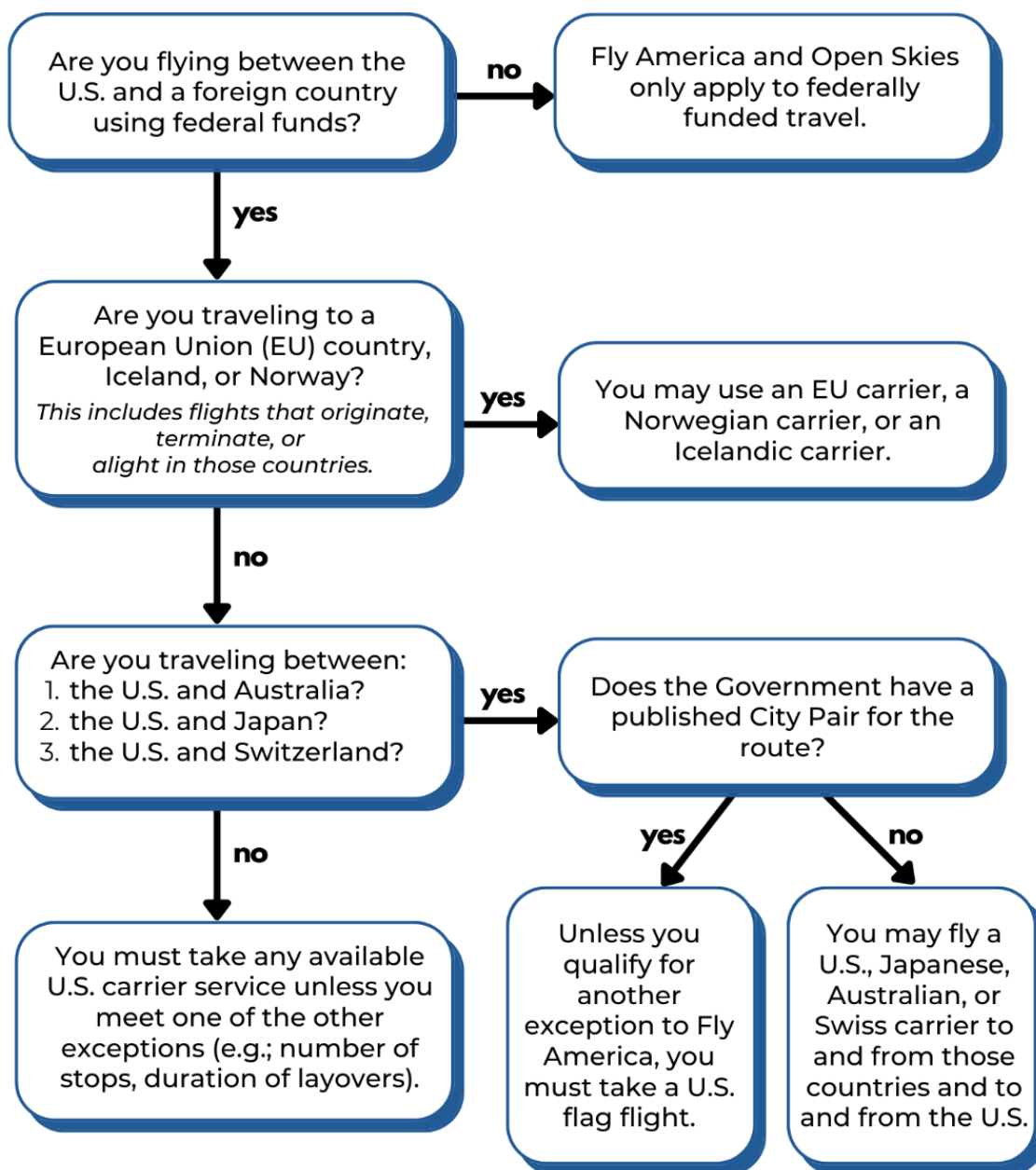
- Fellows must list all courses taken while funded by the FLAS fellowship, not just courses used to fulfill fellowship requirements. (AY)
 - AY fellows must have **at least 1 language and 1 area studies course each term.** (AY)
 - Students should label the courses appropriately in IRIS as either a “language” or an “area studies” course. It raises a red flag for follow-up if a fellow does not list both types of classes for a particular term. If this happens, the IFLE program officer will follow up with the center to find out why this might be the case. If in error, the student will have to go back into the system to provide complete course information.
 - Fellows should remember to list courses for all terms covered by the FLAS award (not just for one quarter/semester/trimester).
 - Summer fellows should enroll in intensive language instruction only, so they should not have any non-language (i.e., area studies) courses listed. (Summer)
- Fellows should **provide the full course title and not just the course code/number** on their course list (e.g.; “JAPAN 435 Seminar in Modern Japanese Literature” rather than “JPN 435”). This allows IFLE to ensure a student has completed FLAS requirements in case they do not label a course correctly as “language” or “area studies”. (AY & Summer)
- **Fellows must submit their FINAL grades in IRIS.** Please check to make sure there are **no “TBD” grades** before submitting the overall report in IRIS. (AY & Summer)

(Note: THIS IS BY FAR THE MOST COMMON FLAS REPORTING ISSUE. If “TBD” grades are submitted, the IFLE program officer will have to unsubmit the center’s report and ask the FLAS coordinator to follow up with the student(s) to get final grades entered in the system. For this reason, it saves a lot of time and effort to check for TBDs and follow up with students BEFORE submitting the overall report. If you need an extension to get final grades rather than TBDs from students, please contact your IFLE program officer. Reporting extensions will be granted in most cases.)
- **Explain all fellowships that support beginner-level language study** by including a note in the “comments” area of the student entry in IRIS that explains the other language proficiency and relevance to the fellow's academic program. If you have requested and received approval for an exception from your IFLE program officer, note this approval. (AY & Summer, graduate only)

Cheat Sheet – Fly America Act and Open Skies

In short, the [Fly America Act](#) means that **if federal funds pay for air travel, the traveler must use a U.S. air carrier whenever possible, to the greatest extent possible**. Cost and convenience are not allowable exceptions. There are some exceptions to the rule based on Open Skies partnerships and extremely inconvenient circumstances; those are further explained in [Appendix K – Fly America and Open Skies](#).

The following is an Open Skies cheat sheet to help you quickly determine when you may be eligible to use a European Union, Japanese, or Swiss air carrier. For more detailed information, visit the appendix.



APPENDICES

Appendix A – Glossary of Selected Grant Terms

A list of commonly used terms and acronyms in the administration of discretionary grants, including grants under the National Resource Centers Program and Foreign Language and Area Studies Fellowships Program, is below.

- **Administrative action:** A post-award administrative request by a grantee to modify the terms and conditions of the original grant. An administrative action can be monetary or non-monetary and may require prior approval from the U.S. Department of Education (“the Department”).
- **Administrative regulations:** Regulations that implement 1) guidance in 2 Code of Federal Regulations (CFR) Part 200 of the OMB “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” which apply to the administration of all federal grants and cooperative agreements; 2) presidential executive orders (if regulation is necessary); 3) legislation affecting all applicants for or recipients of federal grants and cooperative agreements; and 4) the Department’s specific requirements for the award and management of grants.
- **Allocable cost:** Cost that can be traced to specific activities of a grant project.
- **Allowable costs:** A cost incurred by a grantee that is necessary and reasonable for the performance of the award; in conformance with any limitations or exclusions set forth in the Federal cost principles applicable to the organization incurring the cost or in the Grant Award Notification as to types or amount of cost items; consistent with the grantee’s policies and procedures that apply uniformly to both Federally financed and other activities of the grant; determined in accordance with generally-accepted accounting principles; and not included as a cost in any other Federally financed grant (unless specifically authorized by statute). Allowable cost requirements for Department of Education grants can be found in the Uniform Guidance (2 CFR § 200), federal accounting standards, and other authoritative sources.
- **Appropriations statute (legislation):** A statute (legislation) passed by Congress to make funds available for the purposes specified in the statute (such as grant programs).
- **Approval (or authorization):** The documentation showing ED’s express written consent for a grantee to incur a specific cost or take an action if the cost or action requires prior approval. Grantees should preserve this documentation throughout the lifecycle of a grant.
- **Approved budget:** The budget submitted by the grantee and any revisions for which approval is necessary by the program office and which have been approved. The approved budget includes cost items for Federal funds and may include cost items for non-Federal funds, if cost sharing is required or volunteered (34 CFR § 75.232). Also see Revised Budget.
- **Assistance Listing Number (ALN) [formerly CFDA number]:** The identifying number for a federal financial assistance program. Each ALN has a two-digit prefix to identify the federal agency that administers the program (84 is the prefix for the Department), followed by a three-digit code unique to the authorized program (e.g., 84.015A National Resource Centers Program; 84.015B Foreign Language and Area Studies Fellowships Program). ED programs begin with 84.

- **Assurances:** A list of requirements found in different Federal laws, regulations, and executive orders that apply to grants, and to which applicants must agree in writing to observe as a condition of receiving Federal assistance (2 CFR § 200.208).
- **Audit finding:** A conclusion about a monetary or non-monetary matter related to an auditor's examination of a grantee's organization, program, activity, or function. Audit findings frequently identify problems with an organization's grant expenditures and/or compliance with other grant requirements and provide recommendations for corrective action in order to prevent their recurrence.
- **Authorized representative:** The individual entrusted by the applicant/grantee organization to sign the application and the applicable assurances and certifications on behalf of the organization. The governing body's authorization for this entrusted individual to sign an application as official representative must be on file in the applicant's office.
- **Authorizing statute (legislation):** A statute (legislation) passed by Congress that establishes or continues, in the case of reauthorization, an activity such as a grant program either indefinitely or for a specified period of time. An authorizing statute is generally a prerequisite for appropriations.
- **Budget period:** An interval of time into which a project period is divided for budgetary purposes, usually 12 months (34 CFR § 77.1(c)).
- **Budget revision:** A modification to a grantee's budget. A grantee is allowed to revise its budget by moving funds from one budget category to another without obtaining prior approval, provided that the reallocated amount does not exceed 10% of the total direct costs of the grant.
- **Carry over:** Unexpended funds from one budget period used in a subsequent budget period. Funds in a grantee's G5 account are disbursed on a "first-in/first-out" basis; therefore, carry-over funds from year one of the project period are unlikely to be available for use in year three.
- **CFDA number:** See Assistance Listings Number (ALN).
- **Closeout:** The process by which ED determines that all applicable administrative actions and all required work of a grant have been completed. ED also reconciles and/or makes any final fiscal adjustments to a grantee's account in G5 (see [2 CFR § 200.344](#)). The grantee is required to submit all financial, performance, and other reports as required by the terms and conditions of the grant no later than 120 calendar days after the end date of the performance period.
- **Code of Federal Regulations (CFR):** Compilation of all final regulations issued by Federal agencies and published annually by the National Archives and Records Administration (NARA), divided into numbered "titles." Title 2 contains the Uniform Administrative Requirements, Cost Principles, and Audit Requirements and Title 34 contains the applicable regulations of ED. An online version is available for consultation at the [Electronic Code of Federal Regulations \(eCFR\)](#).
- **Cost Principles (Federal Cost Principles):** The principles as set out by the Office of Management and Budget (OMB) for generally accepted accounting rules used to determine whether costs applicable to grants, contracts and other agreements are allowable, reasonable, and allocable. The Federal cost principles are found in [2 CFR § 200 Subpart E](#).
- **Continuation award (non-competing):** A grant made to a recipient following the first budget period of a multi-year project, which extends the funding for another budget period within the

approved project period, contingent upon the grantee's submission of required reports, substantial progress, and a determination that continuation funding is in the best interest of the Federal government.

- **Direct costs:** Costs in a grant project that are identified specifically as part of a particular activity or cost objective. Examples of direct costs include compensation of employees for time devoted to the performance of grant activities; cost of materials acquired, consumed, or expended specifically for the purpose of the grant; and travel expenses incurred specifically to carry out the activities of the project.
- **ED:** The acronym for the U.S. Department of Education (not DOE).
- **Education Department General Administrative Regulations (EDGAR):** Administrative regulations governing ED's grant programs found in parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98 and 99 of Title 34 of the *Code of Federal Regulations* (CFR) (defined above), as described here: [Education Department General Administrative Regulations \(EDGAR\)](#).
- **Excessive drawdown:** An excessive drawdown occurs when a grantee makes a drawdown in excess of its immediate cash needs. The Department's Office of the Chief Financial Officer and IFLE program officers monitor grantee accounts in G5 to determine instances of excessive drawdowns using the following thresholds:
 - First quarter: more than 50 percent of the funds for the budget period have been drawn down by the end of this quarter;
 - Second quarter: more than 80 percent of the funds for the budget period have been drawn down by the end of this quarter;
 - Third quarter: 100 percent of the funds for the budget period have been drawn down by the end of this quarter. The program officer will contact the grantee immediately after the excessive drawdown is identified to inquire about the excessive drawdown and will allow the grantee fourteen days to resolve the issue. The program officer will notate the resolution of the excessive drawdown in G5 and will include all documentation in the grant official file.
 - If a grantee's account is flagged for an excessive drawdown, your program officer will contact you to request a written explanation as to why the excessive drawdown occurred and how the issues that caused it to have been resolved.
- **Federal Financial Report (SF-425):** A standard form used to obtain financial information from grantees. ED grantees are required to submit this form if reporting program income, cost sharing or matching, or when required by program statute or regulation or a specific condition of their grant. Usually required at the end of the project period along with a final performance report.
- **Funding priorities:** A means of focusing a competition on the areas in which the Secretary is particularly interested in receiving applications. Generally, priorities take the form of specific kinds of activities that applicants are asked to include in an application. There are absolute priorities, which the applicant must address in order to be considered for funding; competitive preference priorities, which the applicant has the option of choosing whether or not to address and for which they may receive additional points; and, invitational priorities, which the applicant

is encouraged but not required to address. Applications addressing invitational priorities receive no preference over applications that do not meet the priority ([34 CFR § 75.105](#)).

- **Government Performance and Results Act (GPRA) of 1993:** GPRA is a public law that was passed by Congress in 1993, revised by the Government Performance and Results Modernization Act of 2010 (GPRA) was enacted to improve stewardship in the Federal Government and to link resources and management decisions with program performance. GPRA requires that all federal departments (not grantees) do the following:
 - develop a strategic plan specifying what they will accomplish over a 3- to 5-year period;
 - set performance targets related to their strategic plan on an annual basis;
 - report annually the degree to which the targets set in the previous year were met;
 - conduct regular evaluations of their programs and use the results to explain their successes and failures based on the performance monitoring.
- **Grant Award Notification (GAN):** The official document signed by a license holder stating the amount and conditions of an award for a discretionary grant or cooperative agreement ([34 CFR § 75.235](#)).
Grantee: The legal entity to which a grant is awarded and that is accountable to the Federal government for the use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designated in the Grant Award Notification (GAN). See [34 CFR § 77.1\(c\)](#).
- **Grant management system (G5, G5.gov):** A financial subsystem that is part of the Education Department Central Automated Processing System (EDCAPS). G5 provides online capabilities for grantees to request payments, obtain their most current payment information, access their GAN documents, request administrative changes to their grants, and file electronic reports. It is also the system through which ED staff manage aspects of the pre-award, award, post-award, closeout, and payments stages of the grants process. Also see International Resource Information System (IRIS).
- **High risk:** A term used to describe the act of imposing specific high-risk conditions on a grant or grantee whose risk of failure is determined to be high, based on a history of poor performance or poor business practices, financial instability, or lack of a management system meeting the required financial management standards (for specific conditions see [2 CFR § 200.208](#); for ED's authority to designate a grantee as high risk, see [2 CFR § 3474.10](#)).
- **Improper payment** generally refers to any payment that should not have been made or that was made in an incorrect amount. An improper payment includes any payment that was made to an ineligible recipient or for an ineligible good or service, or payments for goods or services not received (except for such payments authorized by law) (see [2 CFR § 200](#)).
- **Indirect costs:** Costs an organization incurs for common or joint objectives that cannot be readily and specifically identified as part of a specific grant project or other institutional activity (see [34 CFR § 75.560](#) and [76.560](#)).
- **Indirect cost rate:** A percentage established by a federal agency for a grantee organization, which the grantee uses to compute the amount of grant funding (in dollars) that it uses to reimburse itself for the indirect costs of a grant project.

- **Indirect cost rate agreement:** A formalized written and signed agreement between a recipient and the cognizant federal agency that specifies the treatment of indirect costs. The agreement includes the approved rate(s), applicable fiscal year, and specific treatment of certain items. The rates and cost treatment laid out in the agreement are accepted and used by all federal agencies unless prohibited or limited by statute. Indirect cost reimbursement is limited to the grantee's actual indirect costs, as determined in its indirect cost rate agreement, or eight percent of a modified total direct cost base, whichever amount is less (34 CFR § 75.562(c)(3)-(4) and 2 CFR § 200.414).
- **Indirect cost type:** The program indirect cost type identifies the type of indirect cost permitted under the program (Restricted, Unrestricted, or Training).
- **International Resource Information System (IRIS):** The web-based database and reporting system specifically designed for the International and Foreign Language Education (IFLE) office Fulbright-Hays and Title VI discretionary grant programs. IRIS is a password-protected reporting system that captures and reports annual and final performance reports from IFLE grantees. IRIS also contains publicly accessible current and historical information about the programs administered by IFLE. Also see Grant Management System.
- **Monitoring:** Monitoring is the regular and systematic assessment of 1) how well a grant is being implemented and achieving outcomes, 2) the degree to which it is meeting established measures, and 3) whether it is complying with statutory requirements, program regulations, policies and fiscal requirements.
- **Monitoring and Technical Assistance Plan:** A plan that provides standards and serves as a guide for monitoring and for providing technical assistance for each grant program. The plans are maintained within the IFLE office.
- **Office of Management and Budget (OMB):** A branch of the Executive Office of the President. OMB oversees and coordinates the administration's procurement, financial management, information collection, and regulatory policies, including grant policies and procedures.
- **OMB circulars:** Administrative policy documents issued by OMB that provide guidance on grant administration. Many OMB circulars were revised in 2014 and codified in Title 2, Part 200 of the Code of Federal Regulations. (2 CFR § 200, the "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards").
- **Open licensing requirement:** The expectations for openly licensing most grant deliverables, as explained in [2 CFR § 3474.20](#).
- **Performance measure:** A quantitative indicator, statistic, or metric used to gauge program or project performance and used as a unit for measuring outcomes.
- **Performance report:** A report of the specific activities conducted by the grantee during the budget or project period.
- **Performance target:** A level of performance that a grantee seeks to meet during a project or as a result of a project.
- **Program regulations:** Regulations that implement legislation authorizing a specific grant program. Program regulations generally include applicant and participant eligibility criteria, allowable activities, and program selection criteria.

- **PR/Award number:** The identifying number for a discretionary grant. It includes the program identifier, the fiscal year for the competition, and the number assigned to the project, e.g., P015A220111, means a National Resource Centers program grant awarded in fiscal year 2022 with grant number 111.
- **Project director (PD):** An individual designated by the grantee to direct the project or program being supported by a grant. The PD is responsible and accountable to officials of the grantee organization for the successful outcome of the project, program or activity. The PD is commonly identified as the Principal Investigator (PI) by some grantees.
- **Project materials:** A copyrightable work developed with funds from a grant issued by the Department. ([34 CFR § 75.622](#)). These materials must include required statements as described in [34 CFR § 75.620](#).
- **Project period (performance period):** The period established in the award document during which Federal sponsorship begins and ends (see [34 CFR § 77.1\(c\)](#) and “Period of Performance” [2 CFR § 200.77](#)). During this period, the Department will fund a grant project and authorize a grantee to conduct the approved work of the project as described in the application. When the Department awards a multi-year grant, it usually obligates funds for the first budget period, and explains that funds for the subsequent budget periods are contingent upon certain conditions such as available funds and the grantee’s progress towards meeting the project’s objectives.
- **Reasonable cost:** A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost (see the Federal cost principles in [2 CFR § 200 Subpart E](#)).
- **Revised budget:** The selected applicant’s budget plan that incorporates any budgetary changes and/or cost items that have been reduced or deleted during the Department’s budget review and negotiation before the initial Grant Award Notification is issued. Also see Approved Budget.
- **Risk:** A measure of the potential inability to achieve overall program objectives within defined requirements related to cost, schedule, legislative authority, and grant management practice.
- **Substantial progress:** A level of achievement that a grantee must make towards meeting its project goals, objectives and performance measures, if applicable in its project during a budget period, so the grantee can receive a continuation award (see [34 CFR § 75.253](#)). The annual performance reports should reflect evidence that the grantees’ activities are consistent with the plans and objectives to which the Department and the grantee have agreed.
- **Supplies:** All tangible personal property other than those described as Equipment, which generally refers to tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity (grantee institutions) for financial statement purposes, or \$5,000. ([2 CFR § 200.201](#), [200.313](#), and [200.314](#)).
- **Time extensions (no-cost time extension, no-cost extension, NCE):** An extension of time to the last or only budget period of a project to complete the work of the grant during that period, without the obligation of additional funds by the Federal government (see [2 CFR § 200.308](#) and [34 CFR § 75.261](#)). Time extensions for these programs occur at the end of the 48-month project period. It allows the grantee additional time beyond the approved project end date (i.e., beyond

August 14, 2026) to complete the approved project activities. A grantee may use grant funds during the time extension for activities that could not be conducted by the project end date. Time extension funds must not be used to conduct entirely new activities.

- **Travel costs:** The Uniform Guidance defines “travel costs” as the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business.
- **Uniform Administrative Regulations (“Uniform Guidance”):** Regulations and requirements codified at 2 CFR § Part 200, “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards”. Also referred to as “Uniform Guidance,” it includes certain regulations formerly covered by the Education Department General Administrative Regulations (EDGAR, addressed above), parts 74 and 80, and supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, A-122, A-89, A-102, and A-133, and the guidance in Circular A-50 on Single Audit follow-up. More information is available here: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards | U.S. Department of Education](#).
- **Unique Entity Identifier (UEI):** A number used to identify a specific commercial, nonprofit, or Government entity. The UEI is used within SAM.gov as a primary key to uniquely identify an entity or part of an entity. The UEI replaces the DUNS number.

Appendix B – International Education General Provisions Definitions

The following definitions are found in 34 CFR § 656.7 and are applicable to the **National Resource Centers Program**:

- **Area studies** means a program of comprehensive study of the aspects of a world area's society or societies, including study of history, culture, economy, politics, international relations, and languages.
- **Center** means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and library resources, and coordinates a concentrated effort of educational resources, including language training and various academic disciplines, in the area and subject matters described.
- **Comprehensive center** means a Center that (1) contributes significantly to the national interest in advanced research and scholarship; (2) offers intensive language instruction; (3) maintains important library collections related to the area of its specialization; (4) makes training available to a graduate, professional, and undergraduate clientele; and (5) engages in curriculum development and community outreach.
- **Intensive language instruction** means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.
- **Undergraduate center** means an administrative unit of an institution of higher education that (1) contributes significantly to the national interest through the education of students who matriculate into advanced language and area studies programs or professional school programs; (2) incorporates substantial international and foreign language content into baccalaureate degree programs; (3) makes training available predominantly to undergraduate students; and (4) engages in research, curriculum development, and community outreach.

The following definitions are found in 34 CFR § 657.5 and are applicable to the Foreign Language and Area Studies Fellowships Program:

- **Center** means an administrative unit of an institution of higher education that has direct access to highly qualified faculty and faculty resources, and coordinates a concentrated effort of educational activities, including training in modern foreign languages and various academic disciplines, in its subject area.
- **Fellow** means a person who receives a fellowship under this part.
- **Fellowship** means the payment a fellow receives under this part.
- **Program** means a concentration of educational resources and activities in modern foreign language training and related studies.

Appendix C – Government Performance and Results Measures

GPRA Measures

The Government Performance and Results Act (GPRA) of 1993, revised by the Government Performance and Results Modernization Act of 2010, was enacted to improve stewardship in the Federal Government and to link resources and management decisions with program performance.

The Department is required by GPRA to submit data on grantee performance to the Office of Management and Budget. The information provided by grantees in their performance reports submitted via the IRIS reporting system will be the source of data for reporting on the GPRA measures. The Department has developed (and the Office of Management and Budget has approved) the following GPRA measures to evaluate the overall success of this IFLE grant program:

National Resource Center GPRA Measures

1. Percentage of priority languages (as defined by the Secretary of Education) taught at NRCs.
2. Percentage of NRC grants teaching intermediate or advanced courses in priority languages (as defined by the Secretary).
3. Percentage of NRCs that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs during the course of the grant (long-term measure).
4. Percentage of NRCs that increased the number of certificate, minor, or major degree programs in the priority and/or LCTLs, area studies, or international studies during the course of the four-year grant period.
5. Percentage of less and least commonly taught languages (as defined by the Secretary) taught at Title VI NRCs.
6. Cost per NRC that increased the number of intermediate or advanced level language courses in the priority and/or LCTLs during the course of the grant period.

Note: The IFLE office will be able to calculate the Efficiency Measure based on the FLAS reports that are submitted into IRIS.

Foreign Language and Area Studies Fellowships GPRA Measures

- Percentage of FLAS-graduated fellows who secured employment that utilizes their foreign language and area studies skills within eight years after graduation based on a FLAS tracking survey.
- Percentage of FLAS master's and doctoral graduates who studied priority languages (as defined by the Secretary of Education).
- Percentage of FLAS fellows who increased their foreign language reading, writing, and/or listening/speaking scores by at least one proficiency level.
- Cost per FLAS fellowship program fellow who increased his/her reading, writing, and/or listening/speaking language score by at least one proficiency level

Appendix D – Financial Management and Drawdowns

Grantees must follow the federal requirements for financial management and cash drawdowns in [2 CFR § 200.302](#). Every evening, G5 compares drawdown activity against preset thresholds and identifies grants that have atypical drawdown patterns (i.e., excessive or insufficient drawdowns). G5 also identifies route payment, reimbursement, and stop payment flags; program staff review and address these with grantees as appropriate.

NRCs must:

- Draw down only as much cash as is necessary to meet the immediate needs of the grant project;
- Keep to a minimum the time between drawing down the funds and paying them out for grant activities; and
- Return/reimburse the Government for all interest earned on grant funds deposited in interest-bearing bank accounts.
- **Spend down as much awarded grant funding as possible** (following approved project proposal and budget) to minimize the amount to be returned to the Treasury at the end of the grant.

Staff are advised to:

- Coordinate the timing of drawdowns with prior internal clearances (e.g., by boards, directors, or other officials) for immediate cash needs so that funds do not stay in a bank account for extended periods of time while waiting for approvals;
- Continuously monitor fiscal activity (grant drawdowns and payments) on a continuous basis;
- Plan carefully for cash flow during the budget period and review cash requirements before each drawdown; and
- Pay for project activities as soon as practical after receiving cash from the Department.

The Department will contact a grantee who has drawn down:

- 50% or more of the grant in the first quarter;
- 80% or more in the second quarter; and/or
- 100% of the cash in the third quarter of the budget period.

Note: Amounts under these thresholds could still represent excessive drawdowns for particular grant activities in any quarter. Grantees who draw down excessive cash will be required to return excess funds to the Department, along with any associated earned interest, until the money is needed to pay for activities.

If you need assistance with returning funds and interest, please contact the Department's G5 Hotline by calling 1-888-336-8930.

Grantees who do not follow federal cash management requirements and/or who consistently appear on the Department's reports of excessive drawdowns could be:

- subject to specific award conditions or designated as "high-risk" (see [Appendix A – Glossary of Selected Grant Terms](#)) grantees, which could mean being placed on a "cash-reimbursement"

payment method (i.e., a grantee would have to pay for grant activities with its own money and then wait for reimbursement from the Department afterwards);

- subject to further corrective action;
- denied selection for funding on future Department of Education grant applications ([34 CFR § 75.217\(d\)\(3\)\(ii\)](#)); and/or
- debarred or suspended from receiving future federal awards from any executive agency of the Federal Government.

All project directors, staff, and authorized representatives are urged to read [2 CFR § Part 200.305](#) to learn more about federal requirements related to grant payments and to determine how to apply these requirements to any sub-grantees. Grantees are urged to make copies of this guidance and share it with all affected individuals within the organization.

Appendix E – Legislation and Regulation Resources

Program Legislation: [Title VI, Part A, Section 602\(a\) and \(b\) of the Higher Education Act of 1965, as amended](#)

International Education Programs General Provisions: [34 CFR § 655](#)

NRC Regulations: [34 CFR § 656](#)

FLAS Regulations: [34 CFR § 657](#)

20 U.S.C. Section [1122](#)

20 U.S.C. Sections [1132-1132-7](#)

[Education Department General Administrative Regulations \(EDGAR\)](#)

[Uniform Guidance \(2 CFR § 200\)](#)

Appendix F – NRC Official Program Citations

The NRC Program awards grants to institutions of higher education and consortia of institutions to establish, strengthen, and operate comprehensive and undergraduate Centers that will be national resources for:

- teaching of any modern foreign language;
- instruction in fields needed to provide full understanding of areas, regions, or countries in which the modern foreign language is used;
- research and training in international studies and the international and foreign language aspects of professional and other fields of study; and
- instruction and research on issues in world affairs that concern one or more countries.

Notice Inviting Applications

[Federal Register: Applications for New Awards; National Resource Centers Program](#)

This notice contains general information that remains relevant throughout the grant cycle, including a list of applicable regulations and award administration information.

Grant Priorities

Implementation of Priorities

- All grantees must meet the **absolute priorities** for diverse perspectives and government service, and for teacher training.
- If a grantee proposed to implement the **competitive preference priority** in its application, it must carry out those proposed activities. When revising budgets, the activities for which the grantee received competitive preference priority points must not be eliminated.
- Grantees will report on their progress implementing the priorities in their IRIS reports.

Absolute Priorities

ABSOLUTE PRIORITY 1.

“Applications that provide (1) an explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and (2) a description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as in areas of need in the education, business, and non-profit sectors.” (Source: section 602(e) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1122(e)))

ABSOLUTE PRIORITY 2.

“Applications that provide for teacher training activities on the language, languages, area studies, or thematic focus of the Center.” (Source: NRC program regulations, 34 CFR § 656.23)

Competitive Preference Priority

“Under this priority, an applicant must demonstrate that the project will be implemented by or in partnership with one or more of the following entities:

- 1) Community colleges (as defined in the Notice Inviting Applications).
- 2) Historically Black Colleges and Universities (as defined in the Notice Inviting Applications).
- 3) Tribal Colleges and Universities (as defined in the Notice Inviting Applications).
- 4) Minority-serving institutions (as defined in the Notice Inviting Applications).

(Source: Priority 2 subpart (b), Secretary’s Final Supplemental Priorities and Definitions for Discretionary Grant Programs published in the Federal Register on December 10, 2021 (86 FR 70612))”

Definitions: The definitions below are from the Supplemental Priorities, and are the definitions that appear in the Notice Inviting Applications.

Community college means “junior or community college” as defined in section 312(f) of the Higher Education Act of 1965, as amended (HEA).

Historically Black Colleges and Universities means colleges and universities that meet the criteria set out in 34 CFR § 608.2.

Minority-Serving Institution (MSI) means an institution that is eligible to receive assistance under sections 316 through 320 of part A of title III, under part B of title III, or under title V of the HEA.

Tribal College or University has the meaning ascribed it in section 316(b)(3) of the HEA.

Note: The institutions designated eligible under title III and title V may be viewed at the following link: www2.ed.gov/about/offices/list/ope/itudes/eligibility.html

Diverse Perspectives and Areas of Need

The Title VI International Education Programs legislation (20 U.S.C § 1122(e)) requires that each institution of higher education or consortium of such institutions desiring a grant under the NRC and/or FLAS programs shall include the following descriptions in their grant applications:

- An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and
- A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as areas of need in education, business, and non-profit sectors.

Note: If an application is submitted on behalf of a consortium, the application must include diverse perspectives and areas of national need descriptions for all institutions in the consortium.

Appendix G – FLAS Program Official Citations

Purpose

The Foreign Language and Area Studies (FLAS) Fellowships Program awards fellowships, through institutions of higher education, to students who are:

- a) Enrolled for undergraduate or graduate training in a Center or program approved by the Secretary; and
- b) Undergoing performance-based modern foreign language training or training in a program for which performance-based language instruction is being developed, in combination with area studies, international studies, or the international aspects of professional studies.

Reference: §657.1 FLAS regulations.

Notice Inviting Applications

[Federal Register: Applications for New Awards; Foreign Language and Area Studies Fellowships Program](#)

This notice contains general information that remains relevant throughout the grant cycle, including a list of applicable regulations and award administration information. This notice also serves as the authoritative statement of the amounts for FLAS Fellowship Subsistence Allowances (stipend) and FLAS Fellowships Institutional Payments (tuition and fees) for fellowships awarded using funds that originated in this grant cycle.

Notice of Subsistence Allowance Increase

[Notice of FLAS Summer Subsistence Allowance Increase for Fiscal Year 2023](#)

This notice updates the amount of FLAS Fellowship Subsistence Allowances (stipends) for Summer awards, starting in FY 2023 (effective for Summer 2024 awards).

Eligibility Requirements for Institutions and Students

Institution Eligibility

- 1) The Department of Education awards an allocation of fellowships to an institution of higher education or a consortium of institutions of higher education that—
 - a) Operates a Center or Program approved by ED;
 - b) Teaches modern foreign languages under a program described in paragraph (b) of this section;
 - c) In combination with the teaching described in (a)(2) of this section—
 - i) Provides instruction in the disciplines needed for a full understanding of the areas, regions, or countries in which the foreign languages are commonly used; or

- ii) Conducts training and research in international studies, the international aspects of professional and other fields of study, or issues in world affairs that concern one or more countries.
- 2) In teaching those modern foreign languages for which an allocation of fellowships is made available, the institution must be either using a program of performance-based training or developing a performance-based training program.
- 3) The Department uses the criteria in §657.21 both to approve Centers and programs for the purpose of receiving an allocation of fellowships and to evaluate applications for an allocation of fellowships.
- 4) An institution does not need to receive a grant under the National Resource Centers Program (34 CFR § part 656) to receive an allocation of fellowships under this part (34 CFR § part 657).

Student Eligibility

According to the FLAS regulations (§657.3), a student is eligible to receive a fellowship if the student –

- a) Is a citizen or national of the United States or is a permanent resident of the United States;
- b) Is accepted for enrollment or is enrolled in an institution receiving an allocation of fellowships and in a program that combines modern foreign language training with—
 - i) Area or international studies; or
 - ii) Research and training in the international aspects of professional and other fields of study;
- c) Shows potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;
- d) Is enrolled in a program of modern foreign language training for a language for which the institution has developed or is developing performance-based instruction;
- e) In case of an undergraduate student, is in the intermediate or advanced study of a less commonly taught language; or
- f) In the case of a graduate student, is engaged in—
 - i) Predissertation level study;
 - ii) Preparation for dissertation research;
 - iii) Dissertation research abroad; or
 - iv) Dissertation writing at the home institution

Competitive Preference Priorities

Competitive Preference Priority 1

FLAS Fellowships for Students who Demonstrate Financial Need

Applications that propose to give preference when awarding fellowships to undergraduate students, graduate students, or both, who demonstrate financial need as indicated by the students' expected family contribution, as determined under part F of title IV of the HEA. This need determination will be based on the students' financial circumstances and not on other aid.

The applicant must describe how it will ensure that all fellows who receive such preference show potential for high academic achievement based on such indices as grade point average, class ranking, or

similar measures that the institution may determine. (Source: Notice of Final Priorities for the FLAS Program published in the *Federal Register* on May 30, 2014 (79 FR 31031))

Competitive Preference Priority 2

Applications that propose to award at least 25 percent of academic year FLAS fellowships in **modern foreign languages other than French, German, and Spanish**.

(Source: 34 CFR § 657.22(a), which provides that the Secretary may designate specific languages as a priority for the allocation of fellowships)

Appendix H – Additional NRC Administration Guidance

Diverse Perspectives and Areas of Need

The Title VI International Education Programs legislation (20 U.S.C § 1122(e)) requires that each institution of higher education or consortium of such institutions desiring a grant under the NRC and/or FLAS programs shall include the following descriptions in their grant applications:

- An explanation of how the activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs; and
- A description of how the applicant will encourage government service in areas of national need, as identified by the Secretary, as well as areas of need in education, business, and non-profit sectors.

Note: If an application is submitted on behalf of a consortium, the application must include diverse perspectives and areas of national need descriptions for all institutions in the consortium.

Open Licensing Expectations

Unless an exception applies, you are required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. See [Appendix N – Open Licensing and Citing Support](#) for more details.

Change of NRC Project Director

The Project Director (see [Appendix A – Glossary of Selected Grant Terms](#)) plays an important role in grant administration. The Project Director identified in the GAN must be the individual currently assigned to oversee the grant project.

You must notify IFLE when the Project Director changes permanently or the Project Director is temporarily replaced by another individual during an extended absence (such as during a sabbatical or health emergency), so a program officer can perform the necessary steps to vet the new Project Director according to ED's practices, register this change in G5 and IRIS, and issue a new GAN. This process is not complete until the new Project Director receives an electronic copy of the new GAN, which will be accessible in G5. Program officers may interpret the inability to contact a Project Director, frequent changes of Project Director or the nomination an ineligible individual as a new Project Director for a grant as potential evidence of increased risk for that grant.

To request a change of Project Director, email your program officer with a brief explanation and a copy of the CV for the new Project Director. If this message is sent by someone other than the current (outgoing) Project Director, the current Project Director and/or the Authorized Representative listed on the GAN must be copied on the message.

Adding and Updating NRC Grant Personnel in IRIS

The Project Director is responsible for periodically updating all personnel listed for the grant in IRIS. IFLE recommends that Project Director and their colleagues review the listed personnel at least once a year. Program officers use this information to contact grant personnel for matters related to grant oversight and administration. Contact the IRIS Help Desk for detailed guidance on adding or updating personnel.

Appendix I – Additional FLAS Administration Guidance

FLAS Student Application and Selection Process

Advertising the FLAS Fellowship Opportunity

Grantees should widely promote the FLAS fellowship opportunity on campus. IFLE encourages centers to advertise the fellowship across all disciplines and schools (i.e., to not limit the opportunity to only language and area/international studies students).

IFLE has created a promotional flyer template to help institutions promote their FLAS fellowship opportunities on campus. Centers may use this template if they wish, modifying as necessary to accurately reflect their own programs. See [Appendix O – FLAS Promotional Flyer Template](#) and [click here to access the flyer template on Canva.com](#).

Student Applications and Eligibility

A student must apply directly to the institution that has received an allocation of FLAS fellowships. The student's application provides information regarding eligibility and merit for receiving a fellowship.

A student must:

- Be a citizen, national, or permanent resident of the United States; and
- Be accepted for enrollment or enrolled in the FLAS-awarding institution;
- Be in a program that combines modern foreign language training with area or international studies; or be conducting research and training in the international aspects of professional and other fields of study;
- Show potential for high academic achievement based on such indices as grade point average, class ranking, or similar measures that the institution may determine;

Note for undergraduate FLAS awards: To be considered for a fellowship, an undergraduate student must be at the intermediate or advanced study of a less commonly taught language.

Selection Process

Section 657.21 (a) of the FLAS program regulations outlines standards for a high-quality plan for selecting FLAS fellows. At the minimum, the plan must:

- explain how fellowship opportunities will be advertised;
- provide clear guidance to fellowship applicants about the application process;
- be transparent about the criteria that the FLAS committee will use to make its selections;
- indicate who will serve on the selection committee;
- provide a timeline for all activities in the FLAS selection process;
- explain how the FLAS selection process fulfills the requirements for the FLAS competitive priorities (fellowships for students with financial need and fellowships awarded for LCTLs).

Intensive language instruction

Intensive language instruction means instruction of at least five contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer.

Ancient, classical, literary, and other non-modern language instruction

Institutions shall not award fellowships for the study of ancient and classical languages because these languages are inconsistent with the purpose of the FLAS program. The eligibility requirements in §657.3 explicitly state that students enrolled in modern foreign language training are eligible to receive fellowships. In extremely rare and well-justified circumstances, program officers may allow language study of this type as the fellow's main form of language study if such study directly contributes to developing advanced proficiency in a modern foreign language. Fellows may use these types of courses to meet area studies course requirements, if appropriate for their program of study.

FLAS Award Disbursement and Other Issues

Fellowship Definition

A fellowship means the payment a fellow receives. Each fellowship includes an institutional payment and a subsistence allowance amount determined by the U.S. Department of Education. (References: § 657.5 (c) and 657.31(a) (2))

Institutional Payment Limitations (Reference: §657.31 (a)(3))

- If the announced institutional payment amount is greater than the tuition and fees charged by the institution, the institutional payment portion of the fellowship is limited to actual tuition and fees. **It is unallowable to use FLAS funds to cover excess tuition and fees.** The difference between actual tuition and fees and the announced institutional payment shall be used by the institution to fund additional fellowships (institutional payments) to the extent that funds are available to give the fellow a full subsistence allowance.
- If the institution's actual tuition and fees exceed the announced institutional payment, the institution **is not required to cover the excess**. Neither the HEA nor program regulations address the issue of what happens when a fellowship does not cover tuition. As a result, ED cannot require that the institution cover that cost. The institution could choose to cover the cost, of course, but it may also hold the student responsible for the remainder, which the student could pay in cash, with other grants, with student loans. (U.S. Department of Education, Office of the General Counsel).

Subsistence Allowances (Reference: §657.32 (a), (b))

- An institution shall pay a fellow his or her subsistence allowance in installments during the term of the fellowship.
- An institution shall only pay a fellow who is in good standing and who is making satisfactory progress.

Terms and Conditions Document for FLAS Fellows

IFLE strongly recommends that centers establish a terms and conditions document outlining fellowship requirements and expectations for FLAS students. This kind of formal agreement should be signed by FLAS fellows to confirm their understanding of the terms and conditions of the award, and should be kept on file in case of issues with compliance. Terms should include:

- Academic Year FLAS requirements (e.g., fellows must take at least one language course and one area studies course per term; centers may implement additional checks to validate courses as eligible to count toward FLAS requirements before the beginning of each term);
- Summer FLAS requirements (e.g., programs must meet contact hour and duration minimum requirements, overseas program proposals must be submitted in advance and vetted/approved by IFLE, fellows traveling overseas may be required to complete additional travel safety requirements);
- Expectations for academic performance (e.g., grade or GPA requirements set by awarding center, no incompletes, etc.);
- Communication expectations for fellows if and when they encounter difficulties that may prevent them from meeting award requirements (i.e., fellows are expected to proactively communicate with the center/FLAS coordinator if issues arise; fellows agree to work with the awarding center/FLAS coordinator to find solutions rather than not communicating at all and a center only learning of poor performance after the fact);
- Consequences if terms are not met (i.e., potential termination and/or required repayment of award, potential impact on student being considered for another FLAS award in the future);
- IRIS reporting requirements;
- The expectation that student will participate in FLAS Alumni Tracking Survey after they complete their fellowship.

See [Appendix T – Example FLAS Notification Letter and Terms and Conditions Document](#) for an example of a FLAS award notification letter and accompanying terms and conditions document. Centers should modify as needed for academic year vs. summer awards, and for graduate vs. undergraduate awards. Centers should also customize the documents to fit their own institutional requirements and expectations.

Financial Management and Drawdowns

Grantees must follow the federal requirements for financial management and cash drawdowns in [2 CFR § 200.302](#). Please read [Appendix D – Financial Management and Drawdowns](#) for detailed information.

Partial Awards (Academic Year FLAS Fellowships)

Academic year fellowships may be awarded to FLAS fellows for a single semester/trimester/quarter under certain conditions including, but not limited to, the following:

- the FLAS competition is conducted later than usual; therefore, the fellowships cannot be awarded for the entire award period
- a FLAS fellow graduates at the end of the fall semester, leaving an unused partial fellowship available for an eligible alternate
- a FLAS fellow forfeits his or her AY fellowship before the fellowship period ends

In the case of a partial award, the fellowship amount should be pro-rated accordingly.

Forfeited, Terminated, or Withdrawn Fellowships

Forfeited Fellowships

If a fellow vacates a fellowship before the end of an award period, the grantee institution may award the balance of the fellowship to another student if:

1. The student meets the eligibility requirements in 34 CFR § 657.3; and
2. The remaining fellowship period comprises at least one full academic quarter, semester, trimester, or summer session. (Reference: 34 CFR § 657.30(b)(1)(2))

Vacancy for Reasons of Withdrawal

The institution is required to use funds not used by one recipient for reasons of withdrawal to support an alternate recipient to the extent that funds are available for a full subsistence allowance. (Reference: §657.32(d))

Tuition Repayment for Students Who Withdraw

Institutions make repayment decisions on a case-by case basis. Repayment of the award is not generally required if the circumstances are outside of the student's control (e.g.; family or medical emergency). When in doubt, FLAS Coordinators are advised to contact their IFLE program officer for guidance.

If there are no documented extenuating circumstances and an improper payment to an ineligible fellow occurred, **the institution may require the student to repay any fellowship funds that have been disbursed in accordance with institutional policies.** If any funds remain (that have not been disbursed), the institution may use them to make additional awards for the next term.

Fellowship Termination

It is the institution's responsibility to monitor student progress. An institution shall terminate a fellowship if:

- The fellow is not making satisfactory progress, is no longer enrolled, or is no longer in good standing at the institution; or
- The fellow fails to follow the course of study – including modern foreign language study – for which he or she applied, unless a revised course of study is otherwise approvable under the FLAS regulations. (Reference: 34 CFR § 657.34 (a)(b))

Transfers of Funds Among FLAS Grantees

The transfer of funds and fellowships among FLAS grantees is not permitted according to policies of the Department's Office of General Counsel. IFLE expects each grantee to expend all allocated funds on fellowships awarded according to the selection procedures outlined in that grantee's approved application. Fellows must be selected through an open competition and have student status at the grantee institution during the fellowship term.

Centers or programs may continue to award FLAS fellowship to support summer language study for the following individuals:

- Eligible students who attend a summer language program hosted by the grantee's institution; and
- Eligible students from the grantee institution who attend a summer language program at another domestic or foreign institution.

Options for Expending Unused FLAS Funds

Below is a list of allowable options for institutions to expend excess FLAS funds. The Department strongly encourages grantees to expend their entire FLAS allocation during the budget period for which the fellowships were allocated, to the extent possible. This mitigates the risk of accruing large unobligated balances at the end of the grant cycle (August 14, 2026).

Unused Academic Year Fellowship Funds

1. Award fellowship(s) to alternate(s) selected from the approved pool of FLAS candidates.
2. Adjust the allocation of fellowships for different applicant types. For example, if the unused academic year fellowships were initially requested for graduate students and no suitable graduate students remain on the alternate list, offer fellowships to qualified undergraduate applicants from the same competition. A grantee, however, may not offer fellowships an applicant type that did not appear in the application that was selected for funding. Notify your IFLE program officer of revised allocation.
3. Time and resources permitting, conduct another competition and convene a FLAS selection committee to select additional candidates, if there are no available alternates or meritorious applicants. Consider adjusting your advertising and outreach strategies to reach new potential applicants. Notify your IFLE program officer of the new competition.
4. Use excess funds from the academic year to make additional summer fellowships and/or summer travel awards.
5. Obtain approval to carry the excess academic year fellowships into the next budget period and use the funds to award additional academic year awards during the following budget period.

Unused Summer Fellowship Funds

1. Select alternate(s) from the list of approved summer FLAS candidates.
2. Make additional summer fellowships and/or summer travel awards.

3. Adjust the allocation of fellowships for different applicant types. For example, if the unused academic year fellowships were initially requested for graduate students and no suitable graduate students remain on the alternate list, offer fellowships to qualified undergraduate applicants from the same competition. A grantee, however, may not offer fellowships an applicant type that did not appear in the application that was selected for funding. Notify your IFLE program officer of revised allocation.
4. Time and resources permitting, conduct another competition and convene a FLAS selection committee to select additional candidates, if there are no available alternates or meritorious applicants. Consider adjusting your advertising and outreach strategies to reach new potential applicants. Grantees may open their competitions to eligible students from other institutions. Although a grantee may offer a FLAS fellowship to a student whose home institution is not the same as the grantee institution, the fellows must have student status at the institution offering a FLAS during the fellowship period and must be selected for an award through a competition open to all eligible students at the FLAS-granting institution.

FLAS Tracking Survey

Section 601(d) of Title VI of the Higher Education Act stipulates that grantees shall administer a survey to FLAS students who have completed programs to determine postgraduate employment, education, or training. The survey asks questions to determine FLAS alumni's labor market outcomes and utilization of their foreign language and area studies training, such as—

1. What is their employment status upon completion of the fellowship?
2. Where do FLAS graduates work?
3. If employed, have their jobs required them to use their language they studied or area studies knowledge acquired as a fellow?
4. Is speaking a foreign language/knowledge of a world area a requirement for their job?
5. How often do they use their foreign language/world area expertise in their job?

All grantees are required to:

- Inform potential FLAS fellows that they must provide a personal email address and a phone number where they can be contacted for the survey and collect this information at the time they award a FLAS fellowship;
- administer the survey to their own academic year and summer fellows every two years, following guidance from IFLE.

FLAS Alumni Group on LinkedIn

IFLE manages a group for FLAS alumni on LinkedIn (<https://www.linkedin.com/groups/8535077/>). Please encourage your fellows to join this group, where they can benefit from career insights and networking opportunities.

Change of FLAS Project Director

The Project Director (see [Appendix A – Glossary of Selected Grant Terms](#)) plays an important role in grant administration. The Project Director identified in the GAN must be the individual currently assigned to oversee the grant project.

You must notify IFLE when the Project Director changes or is temporarily replaced by another individual (such as during a sabbatical or health emergency), so a program officer can perform the necessary steps to vet the new Project Director according to ED's practices, register this change in G5 and IRIS, and issue a new GAN. This process is not complete until the new Project Director receives an electronic copy of the new GAN, which will be accessible in G5. Program officers may interpret the inability to contact a Project Director, frequent changes of Project Director or the nomination of an ineligible individual as a new Project Director for a grant as potential evidence of increased risk for that grant.

To request a change of Project Director, email your program officer with a brief explanation and a copy of the CV for the new Project Director. If this message is sent by someone other than the current (outgoing) Project Director, the current Project Director and/or the Authorized Representative listed on the GAN must be copied on the message.

Adding and Updating FLAS Grant Personnel in IRIS

The Project Director is responsible for periodically updating all personnel listed for the grant in IRIS. IFLE recommends that Project Director and their colleagues review the listed personnel at least once a year. Program officers use this information to contact grant personnel, such as FLAS coordinators, for matters related to grant oversight and administration. Contact for the IRIS Help Desk for detailed guidance on adding or updating personnel.

Appendix J – NRC and FLAS Reporting Schedules

NRC

	Dates	Fall Report Due	Spring Report Due
FY 2022	8/15/2022 – 8/14/2023	<i>no report</i>	5/15/2023
FY 2023	8/15/2023 – 8/14/2024	10/15/2023 ⁸	5/15/2024
FY 2024	8/15/2024 – 8/14/2025	10/15/2024	5/15/2025
FY 2025	8/15/2025 – 8/14/2026	10/15/2025	No spring report due. FINAL end-of-grant report and Final Federal Financial Report (SF 425) due 12/15/2026 (120 days after end of grant).

- **Fall report – due October 15** (*Note: No fall report required in the first year of the award.*)
 - Adjustments to Project
 - Implementation of Program Priorities
 - Diverse Perspectives & Areas of Need
 - Data uploads:
 - Language Courses
 - International and Area Studies Courses
 - Development of Instructional Materials
 - Center or Program Related Majors, Minors, or Certificates
 - Degrees (Bachelor's, Master's, Doctoral)
 - Placements
 - Outreach Activities
 - Publications
 - Resource Leveraging
 - Budget: "Actuals" budget showing expenditures from past fiscal year
- **Spring report – due May 15** (*Note: The second report in the last year of the grant will be the final, end-of-grant report due 120 days after the end of the award. For this reason, no spring report is required in the final year.*)
 - Adjustments to Project
 - Implementation of Program Priorities
 - Diverse Perspectives & Areas of Need
 - Budget: Proposed budget for the next year of the grant (*except in final year*)

⁸ "Funding down the slate" grantees do not have a report due in fall 2023 as this is the first year of their award.

FLAS

Four reports each year:

- October 15 – Interim Academic Year & Final Summer
- July 1 – Interim Summer & Final Academic Year

Interim FLAS reports gather basic fellow information and prompt the “pre-” language evaluations.

Final FLAS reports gather information about fellows’ academic performance, fellow feedback, “post-” language evaluation scores, and institutional responses on program priorities and budget updates.

	Dates	FLAS Term	Interim Report Due	Final Report Due
FY 2022	8/15/2022 – 8/14/2023	Academic Year 22-23	10/15/2022	7/1/2023
		Summer 23	7/1/2023	10/15/2023
FY 2023	8/15/2023 – 8/14/2024	Academic Year 23-24	10/15/2023	7/1/2024
		Summer 24	7/1/2024	10/15/2024
FY 2024	8/15/2024 – 8/14/2025	Academic Year 24-25	10/15/2024	7/1/2025
		Summer 25	7/1/2025	10/15/2025
FY 2025	8/15/2025 – 8/14/2026	Academic Year 25-26	10/15/2025	7/1/2026
		Summer 26	7/1/2026	10/15/2026
				Final Federal Financial Report (SF 425) due 12/15/2026 (120 days after end of grant).

Appendix K – Fly America and Open Skies

The Fly America Act (49 U.S.C. 40118) generally provides that foreign air travel funded by Federal government money may only be conducted on U.S. flag air carriers. Tickets paid for with federal funds must be ticketed with a U.S. flag carrier code.

- A "U.S. flag air carrier" is an air carrier that holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit. A carrier code is made up of the letters that appear before the flight number (e.g., "UA 784" for United Airlines flight 784).

We understand that U.S. flag carriers are not always available to the final destination; however, a U.S. flag carrier must be used to the furthest destination possible. Additionally, a grantee must fly on a U.S. airline **even if a foreign airline would be less expensive, provide preferred routing, or be more convenient.**

There are limited circumstances under which exceptions can be made for travelers to use non-U.S. air carriers (see below).

If grantees choose to use non-federal funds to pay for an international flight, they do not need to comply with Fly America/Open Skies.

Code Sharing and the Fly America Act

"Code sharing" is when a ticket is issued by one airline but operated by another. When a U.S. flag carrier leases seats on a foreign carrier and the ticketing code is from the U.S. airline, it meets the Fly America Act requirements. For example, on a flight from San Francisco, CA to Hong Kong:

- American Airlines flight 6117 (ticketed as AA6117), operated by Cathay Pacific Airways, is considered a U.S. carrier.
- Cathay Pacific Airways flight 873 (ticketed as CX873) is not considered a U.S. carrier even though it is the same flight as listed above.

Exceptions to the Fly America Act

The Federal Travel Regulation allows for limited exceptions to the Fly America Act. Use of a non-U.S. airline is permissible when:

1. The transportation is provided under a bilateral or multilateral air transportation agreement, such as the **Open Skies** Agreement (see next section).
2. The use of a foreign air carrier is determined to be a **matter of necessity**—mission, non-availability of flight, medical, safety/terrorist threats, non-availability of authorized class of service.

3. There is **no U.S. flag carrier service on a particular leg of the route**. Under this exception, a U.S. carrier must be used as far as possible, and a foreign carrier is only allowed from the nearest interchange point.
4. A U.S. flag carrier **involuntarily reroutes** travel on a foreign carrier.
5. **Short-distance travel** on a foreign carrier is allowed when the travel on the foreign carrier would be less than 3 hours, and the equivalent travel on a U.S. carrier would at least double travel time.
6. If a U.S. flag carrier offers nonstop service from origin to destination, the grantee must fly the U.S. carrier unless such use would **extend travel time (including delay at origin) by 24 hours or more**.
7. If a U.S. flag carrier does not offer non-stop service (i.e., there are layovers) between origin and destination, the traveler must use a U.S. flag carrier on every portion of the route where it provides service unless, when compared to a foreign carrier, such use would:
 - a. **Increase the number of aircraft changes** a traveler must make outside of the U.S. by 2 or more; or
 - b. **Extend travel time** by at least 6 hours or more; or
 - c. Require a **connecting time** of 4 hours or more at an overseas interchange point.

Open Skies Agreements

Open Skies agreements are bilateral air service agreements the U.S. Government negotiates with other countries to provide rights for airlines to offer international passenger and cargo services. The broad “Open Skies” term covers various types of aviation agreements, and many countries technically have an Open Skies agreement with the U.S. for a specific aviation-related service. That said, **only a few countries have the type of agreement that includes provisions for federal government-funded passenger travel and the use of flag carriers**.

As of 2022, four countries/entities have the type of Open Skies agreement that covers FLAS and NRC travel:

- the **European Union (E.U.)** (*plus Iceland and Norway per special amendments*),
- **Australia**,
- **Japan**, and
- **Switzerland**.

Other Open Skies Agreements covering air transport and cargo movement do not apply to federally funded travel. When other agreements become eligible, GSA will update its website [here](#).

Agreement with the European Union

The [agreement between the United States and the European Union](#) ([27 countries](#), Iceland and Norway included through special amendments to the Open Skies agreement) is sweeping and lets passengers traveling on U.S. government funds use any E.U. carrier as long as the traveler stops in the E.U. along the

way or as the destination. In return, it allows E.U.-funded travelers to use U.S. airlines on equal footing as E.U. airlines.

Grantees may fly from any point in the U.S. to any point outside the U.S. on an E.U. airline whose country belongs to the agreement. Sample allowable itineraries:

- A point in the U.S. to a point in the E.U.: New York to Madrid.
- A point in the U.S. to a point in the E.U. to a further point in a foreign country (as long as there is a stop in an E.U. country): Washington to Paris to Istanbul.

Grantees may also fly on an E.U. carrier between any two points outside the U.S.

- Rome to Amsterdam.
- Frankfurt to Johannesburg, South Africa.

Agreements with Australia, Japan, and Switzerland

The agreements with [Australia](#), [Japan](#), and [Switzerland](#) are more limited and rely on specific city pair agreements between the two countries in question. City Pair exceptions are somewhat complex to check.

- If a City-Pair Program contract exists between the origin and the destination city, the grantee must take a U.S. airline (unless an above exception is authorized). Grantees need to check the [City-Pair Program website](#) to verify that there is no City-Pair contract.
 - Example: Washington, D.C. to Zurich has a City Pair Program contract, so the grantee must take a U.S. airline.
- If no City Pair Program exists between the origin and the destination city, the grantee may take a U.S. carrier or an Australian, Japanese, or Swiss airline from the U.S. to the destination or from the destination to the U.S.
 - Boston to Osaka, Japan: No City-Pair Program exists, so the grantee can take an American or Japanese airline.
 - Boston to Tokyo, Japan: A City-Pair Program exists, so the grantee must take an American airline.
 - Boston to Tokyo, Japan, to Seoul, South Korea: Not allowable on a Japanese airline. Under the Agreements with Switzerland, Australia, and Japan, the traveler can only use a foreign airline from a point in the U.S. to a point in one of those three participating countries, or vice-versa. The traveler would have to fly on a U.S. airline from Boston to Korea unless the travel met another exception.
- The grantee can also fly between any two points outside the United States on a Swiss, Australian, or Japanese airline.
 - Example: Australia to Indonesia.

Open Skies Frequently Asked Questions

Does the Fly America Act supersede Open Skies partnerships?

No. The four Open Skies agreements listed above allow U.S. government-funded travelers to use Open Skies-compliant carriers on equal footing as U.S. air carriers.

Are Turkish and British airlines included in the E.U. Open Skies agreement?

No. Only European Union member countries (plus Norway and Iceland) are covered under the Open Skies agreement with the E.U. Candidate countries and former E.U. members are not eligible to be included in the E.U. Open Skies agreement.

I have seen online that the U.S. has Open Skies agreements with countries not outlined on your list (e.g., South Korea as seen on this [list](#)). Are those countries' flag carriers a possibility?

No. The broad "Open Skies" term covers various types of aviation agreements between the U.S. and foreign countries. The link cited in the question shows many, if not all, of the various "Open Skies" agreements that exist between the U.S. and countries/entities around the world, *but* these may just allow the flag carriers of the U.S. and the partner to use each other's airports, lease gate space, or facilitate the coordination of cargo planes.

While many countries/entities technically have an Open Skies agreement with the U.S., only four have the type of agreement that includes a provision for both countries to allow government-funded travelers from the partner to use government funds to travel on the partner country's air carriers.

In short, the U.S. and South Korea have a broad Open Skies agreement that allows U.S. carriers to fly into South Korea and vice-versa, but do NOT have the type of Open Skies agreement that allows U.S. government-funded travelers to use a South Korean airline on the same footing as a U.S. airline.

Verifying Compliance in IRIS

When submitting a Travel Approval Request (TAR), grantees must certify that their proposed international itinerary complies with the Fly America Act and/or Open Skies agreement. If the travel is eligible for an exception or allowable under an Open Skies partnership, the grantee should explain why in the "comments" section. For more information on Travel Approval Requests, see page [29](#).

Appendix L – Subaward Resources

IFLE defers to each institution's office of sponsored projects to determine the required documentation and paperwork for subawards made on a Title VI grant. Please review the [Department's webpage addressing subaward management](#) for more information.

Each subaward must have a formal written agreement for meeting the administrative, financial, and reporting requirements of a grant. IFLE holds grantees accountable for their subawardees' research, spending, and reporting actions, which must conform to all terms and conditions of the grant award. The guidance below is intended to help draft such an agreement and assist the primary institution in monitoring of the implementation of the subaward.

Note: The following are sections of the Uniform Guidance which relate to subaward management. It is not the Uniform Guidance in its entirety, nor is it a complete list of sections related to subaward management.

Key Sections of Uniform Guidance Related to Subawards

2 CFR § Part 200 Subpart A

§200.74 PASS-THROUGH ENTITY.

Pass-through entity means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

§200.92 SUBAWARD.

Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

§200.93 SUBRECIPIENT.

Subrecipient means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

2 CFR § Part 200 Subpart C

§200.205 FEDERAL AWARDING AGENCY REVIEW OF RISK POSED BY APPLICANTS.

- (a) Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 note to review information available through any OMB-designated repositories of governmentwide eligibility qualification or financial integrity information, such as SAM Exclusions

and “Do Not Pay”. See also suspension and debarment requirements at 2 CFR § part 180 as well as individual Federal agency suspension and debarment regulations in title 2 of the Code of Federal Regulations.

- (b) In addition, for competitive grants or cooperative agreements, the Federal awarding agency must have in place a framework for evaluating the risks posed by applicants before they receive Federal awards. This evaluation may incorporate results of the evaluation of the applicant's eligibility or the quality of its application. If the Federal awarding agency determines that a Federal award will be made, special conditions that correspond to the degree of risk assessed may be applied to the Federal award. Criteria to be evaluated must be described in the announcement of funding opportunity described in §200.203 Notices of funding opportunities.
- (c) In evaluating risks posed by applicants, the Federal awarding agency may use a risk-based approach and may consider any items such as the following:
 - (1) Financial stability;
 - (2) Quality of management systems and ability to meet the management standards prescribed in this part;
 - (3) History of performance. The applicant's record in managing Federal awards, if it is a prior recipient of Federal awards, including timeliness of compliance with applicable reporting requirements, conformance to the terms and conditions of previous Federal awards, and if applicable, the extent to which any previously awarded amounts will be expended prior to future awards;
 - (4) Reports and findings from audits performed under Subpart F—Audit Requirements of this part or the reports and findings of any other available audits; and
 - (5) The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
- (d) In addition to this review, the Federal awarding agency must comply with the guidelines on governmentwide suspension and debarment in 2 CFR § part 180, and must require non-Federal entities to comply with these provisions. These provisions restrict Federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal programs or activities.

§200.207 SPECIFIC CONDITIONS.

- (a) The Federal awarding agency or pass-through entity may impose additional specific award conditions as needed, in accordance with paragraphs (b) and (c) of this section, under the following circumstances:
 - (1) Based on the criteria set forth in §200.205 Federal awarding agency review of risk posed by applicants;
 - (2) When an applicant or recipient has a history of failure to comply with the general or specific terms and conditions of a Federal award;
 - (3) When an applicant or recipient fails to meet expected performance goals as described in §200.210 Information contained in a Federal award; or
 - (4) When an applicant or recipient is not otherwise responsible.
- (b) These additional Federal award conditions may include items such as the following:
 - (1) Requiring payments as reimbursements rather than advance payments;
 - (2) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
 - (3) Requiring additional, more detailed financial reports;

- (4) Requiring additional project monitoring;
 - (5) Requiring the non-Federal entity to obtain technical or management assistance; or
 - (6) Establishing additional prior approvals.
- (c) The Federal awarding agency or pass-through entity must notify the applicant or non-Federal entity as to:
- (1) The nature of the additional requirements;
 - (2) The reason why the additional requirements are being imposed;
 - (3) The nature of the action needed to remove the additional requirement, if applicable;
 - (4) The time allowed for completing the actions if applicable, and
 - (5) The method for requesting reconsideration of the additional requirements imposed.
 - (6) Any specific conditions must be promptly removed once the conditions that prompted them have been corrected.

2 CFR § Part 200 Subpart D

SUBRECIPIENT MONITORING AND MANAGEMENT

§200.330 SUBRECIPIENT AND CONTRACTOR DETERMINATIONS.

The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, depending on the substance of its agreements with Federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient or a contractor. The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.

- (a) *Subrecipients.* A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. See §200.92 Subaward. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:
- (1) Determines who is eligible to receive what Federal assistance;
 - (2) Has its performance measured in relation to whether objectives of a Federal program were met;
 - (3) Has responsibility for programmatic decision making;
 - (4) Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - (5) In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.
- (b) *Contractors.* A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. See §200.22 Contract. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the non-Federal entity receiving the Federal funds:
- (1) Provides the goods and services within normal business operations;
 - (2) Provides similar goods or services to many different purchasers;
 - (3) Normally operates in a competitive environment;
 - (4) Provides goods or services that are ancillary to the operation of the Federal program; and

- (5) Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.
- (c) *Use of judgment in making determination.* In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient or a contractor, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward or a procurement contract.

§200.331 REQUIREMENTS FOR PASS-THROUGH ENTITIES.

All pass-through entities must:

- (a) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and if any of these data elements change, include the changes in subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward. Required information includes:
 - (1) Federal Award Identification.
 - (i) Subrecipient name (which must match the name associated with its unique entity;
 - (ii) Subrecipient's unique entity identifier;
 - (iii) Federal Award Identification Number (FAIN);
 - (iv) Federal Award Date (see §200.39 Federal award date);
 - (v) Subaward Period of Performance Start and End Date;
 - (vi) Amount of Federal Funds Obligated by this action;
 - (vii) Total Amount of Federal Funds Obligated to the subrecipient;
 - (viii) Total Amount of the Federal Award;
 - (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);
 - (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official,
 - (xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;
 - (xii) Identification of whether the award is R&D; and
 - (xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).
 - (2) All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.
 - (3) Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;
 - (4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in §200.414 Indirect (F&A) costs, paragraph (f) of this part.

- (5) A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
 - (6) Appropriate terms and conditions concerning closeout of the subaward.
- (b) Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:
 - (1) The subrecipient's prior experience with the same or similar subawards;
 - (2) The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;
 - (3) Whether the subrecipient has new personnel or new or substantially changed systems; and
 - (4) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).
- (c) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.
- (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:
 - (1) Reviewing financial and performance reports required by the pass-through entity.
 - (2) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.
 - (3) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.
- (e) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
 - (1) Providing subrecipients with training and technical assistance on program-related matters; and
 - (2) Performing on-site reviews of the subrecipient's program operations;
 - (3) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.
- (f) Verify that every subrecipient is audited as required by Subpart F—Audit Requirements of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.

- (g) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.
- (h) Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.

§200.332 FIXED AMOUNT SUBAWARDS.

With prior written approval from the Federal awarding agency, a pass-through entity may provide subawards based on fixed amounts up to the Simplified Acquisition Threshold, provided that the subawards meet the requirements for fixed amount awards in §200.201 Use of grant agreements (including fixed amount awards), cooperative agreements, and contracts.

§200.338 REMEDIES FOR NONCOMPLIANCE.

If a non-Federal entity fails to comply with Federal statutes, regulations or the terms and conditions of a Federal award, the Federal awarding agency or pass-through entity may impose additional conditions, as described in §200.207 Specific conditions. If the Federal awarding agency or pass-through entity determines that noncompliance cannot be remedied by imposing additional conditions, the Federal awarding agency or pass-through entity may take one or more of the following actions, as appropriate in the circumstances:

- (a) Temporarily withhold cash payments pending correction of the deficiency by the non-Federal entity or more severe enforcement action by the Federal awarding agency or pass-through entity.
- (b) Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance.
- (c) Wholly or partly suspend or terminate the Federal award.
- (d) Initiate suspension or debarment proceedings as authorized under 2 CFR § part 180 and Federal awarding agency regulations (or in the case of a pass-through entity, recommend such a proceeding be initiated by a Federal awarding agency).
- (e) Withhold further Federal awards for the project or program.
- (f) Take other remedies that may be legally available.

2 CFR § Part 200 Subpart E

200.425 AUDIT SERVICES.

- (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of this part, are allowable. However, the following audit costs are unallowable:
 - (1) Any costs when audits required by the Single Audit Act and Subpart F—Audit Requirements of this part have not been conducted or have been conducted but not in accordance therewith; and

- (2) Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F—Audit Requirements of this part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.
- (b) The costs of a financial statement audit of a non-Federal entity that does not currently have a Federal award may be included in the indirect cost pool for a cost allocation plan or indirect cost proposal.
- (c) Pass-through entities may charge Federal awards for the cost of agreed-upon-procedures engagements to monitor subrecipients (in accordance with Subpart D—Post Federal Award Requirements of this part, §200.330 Subrecipient and contractor determinations through 200.332 Fixed Amount Subawards) who are exempted from the requirements of the Single Audit Act and Subpart F—Audit Requirements of this part. This cost is allowable only if the agreed-upon-procedures engagements are:
 - (1) Conducted in accordance with GAGAS attestation standards;
 - (2) Paid for and arranged by the pass-through entity; and
 - (3) Limited in scope to one or more of the following types of compliance requirements: activities allowed or unallowed; allowable costs/cost principles; eligibility; and reporting.

2 CFR § Part 200 Subpart F

§200.501 AUDIT REQUIREMENTS.

- (a) *Audit required.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
- (b) *Single audit.* A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.
- (c) *Program-specific audit election.* When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.
- (d) *Exemption when Federal awards expended are less than \$750,000.* A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

- (e) *Federally Funded Research and Development Centers (FFRDC)*. Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.
- (f) *Subrecipients and Contractors*. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.
- (g) *Compliance responsibility for contractors*. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.
- (h) *For-profit subrecipient*. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

Appendix M – The Site Visit

During the grant performance period, the U.S. Department of Education program officer(s) may conduct an on-site or virtual site visit of the grantee's project. The program officer(s) will provide the grantee a report after the site visit has concluded.

Potential Purposes for Conducting a Visit

- Assess internal controls
- Ensure compliance with approved plan
- Identify project strengths and areas for improvement
- Observe and document promising practices
- Provide technical assistance
- Respond to complaints/high risk evidence

Pre-visit Preparation

- Program officer notifies grantee of proposed dates for the site visit.
- Once the dates are established, the program officer sends a letter to the grantee that includes the following:
 - Confirmed dates
 - Purpose of the visit
 - ED staff conducting the visit
 - Requested meetings, participants/interviewees
 - Requested financial documents/documentation and date to receive
 - Date to receive the first draft of the site visit agenda
- The grantee will be asked to prepare a detailed agenda for the site visit.

Requested documents may include, but are not limited to, the following:

- Relevant organizational charts
- Policies and procedures for program management and fiscal operations
- Chart of accounts
- Key personnel lists and their time and effort forms
- Documentation for federal drawdowns to disbursements for the specified grant project
- Payroll documentation for the last 12 months
- Financial transactions for the last 12 months
- List of contracts supported with grant funds
- Project-related travel documentation
- A-133 audit documents (letter, summary sheet of findings and questioned costs, if applicable)

Appendix N – Open Licensing and Citing Support

As an institution receiving funding from the International and Foreign Language Education (IFLE) office of the U.S. Department of Education, it is beneficial both to you, as a grantee, and to the Federal Government, to publicize your project's activities and results. As an IFLE grantee, you are required to properly cite the NRC/FLAS program in all related publications, websites, newsletters, and press releases. Also, please provide a link to the IFLE website (www.ed.gov/ope/iegps) somewhere on your project website.

Open Licensing Requirements for Grant Deliverables

Unless an exception applies, you are required to openly license to the public grant deliverables created in whole, or in part, with Department grant funds. When the deliverable consists of modifications to pre-existing works, the license extends only to those modifications that can be separately identified and only to the extent that open licensing is permitted under the terms of any licenses or other legal restrictions on the use of pre-existing works.

Additionally, a grantee or subgrantee that is awarded competitive grant funds must have a plan to disseminate these public grant deliverables. This dissemination plan can be developed and submitted after your application has been reviewed and selected for funding.

- Grantees must openly license to the public any grant deliverable that is created wholly or in part with Department competitive grant funds.
- Grantees must grant to the public a worldwide, non-exclusive, royalty-free, perpetual, and irrevocable license to access, reproduce, prepare derivative works, publicly perform, publicly display, and distribute the copyrightable work provided that attribution is given to the copyright holder.
- The open license also must contain a symbol or device that readily communicates to users the permissions granted concerning the use of the copyrightable work; machine-readable code for digital resources; readily accessed legal terms; and the statement of attribution.
- Grantees may select any open licenses that comply with the requirements of this section, including, at the grantee's discretion, a license that limits use to noncommercial purposes.
- A grantee that is awarded competitive grant funds must have a plan to disseminate the openly licensed copyrightable works created with grant funds.
- The rule does not apply to:
 - funding for general operating expenses;
 - support to individuals (e.g., scholarships, fellowships);
 - grant deliverables that are jointly funded by the Department and another Federal agency if the other Federal agency does not require open licensing;
 - copyrightable works not created with Department grant funds;
 - peer-reviewed scholarly publications funded by the Department;

- grantees under the Ready To Learn Television Program; or
- a grantee that has received an exception from the Secretary of Education.

For additional information on the open licensing requirements, please refer to [2 CFR § 3474.20](#) and visit [the website for the Department's Office of Educational Technology](#).

Format for Acknowledging the Use of Federal Funds in Publications and Other Project Materials

Citing Grant Support in Digital or Print Publications

You must cite International and Foreign Language Education (IFLE) as your funding source in all project-related publications, websites, and press releases. The term “project materials” means a copyrightable work developed with funds from a grant issued by the Department. (34 CFR § 75.622)

The following is the required citation (34 CFR § 75.620) for any digital or print publication that contains IFLE project materials:

“The contents of this [insert type of publication, such as book report, film] were developed under a grant from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.”

Citing Grant Support in Promotional Venues

As an institution receiving grant funding from the U.S. Department of Education, it is beneficial (to both you and the Federal Government) to publicize your project’s activities and results. As an NRC and/or FLAS grantee, you are required to properly cite the relevant grant funding in promotional venues like marketing materials, media appearances, newsletters, etc.

The following is an example statement for citing NRC funding support for outreach activities:


“[Name of outreach event or activity] is supported in part by grant funding from the U.S. Department of Education’s Title VI National Resource Centers program. Outreach content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.”

Use of the U.S. Department of Education Seal

The [official U.S. Department of Education seal](#) may only be used by grantees in conjunction with statements regarding the entity’s status as a Department grant recipient (e.g., next to such a statement on an NRC website’s “About Us” page). The seal may *not* be used in an advertising capacity to promote specific materials developed or events organized under the grant, and should never be used to suggest endorsement by the Department of a particular instructional material, workshop, etc. It is never appropriate to use language stating that a grantee material was “developed by” or “endorsed by” ED.


Appendix O – FLAS Promotional Flyer Template

IFLE created the following promotional flyer template to help institutions promote their FLAS fellowship opportunities on campus. Centers may use this template if they wish, modifying as necessary to accurately reflect their own programs. [Click here to access the flyer template on Canva.com.](#)




FLAS

FOREIGN LANGUAGE AND AREA STUDIES FELLOWSHIPS




FUNDING FOR LANGUAGE LEARNING!

Did you know that the U.S. Department of Education funds Foreign Language and Area Studies (FLAS) fellowships for students to learn world languages and area studies? Apply through your institution!




Fellowship Types and Amounts

Type	Tuition & Fees	Stipend	Total
Academic Year <i>Undergraduate</i>	up to \$10,000	\$5,000	\$15,000
Academic Year <i>Graduate</i>	up to \$18,000	\$20,000	\$38,000
Summer <i>All students</i>	up to \$5,000	\$3,500	\$8,500



Eligible Languages

Arabic	Quechua
Farsi	Russian
Inuktitut	Swahili
Japanese	Vietnamese
Portuguese	Zulu




Eligibility

Students must be:

- Citizens, nationals, or permanent residents of the United States; and
- Enrolled at an institution with an allocation of FLAS awards.

Undergraduate students must be at the intermediate or advanced level of study of a less commonly taught language.

Graduate students must be at the intermediate or advanced level of language study (or have advanced proficiency in another language related to their field to qualify for first year language study).




How to Apply

Students must submit a FLAS application directly to the area studies center at the university. Applications are reviewed by a selection committee.

Application Link:
Deadline:

Contact your area studies center or fellowships office for more information.



Contact

Area Studies Center Name
[www.websiteexample.com](#)

FLAS Coordinator:
Name Name
[email@email.edu](#)

The U.S. Department of Education FLAS fellowships program is funded under Title VI of the Higher Education Act.
 Alumni of the FLAS Fellowship Program on LinkedIn: [www.linkedin.com/groups/8535077/](#)
 U.S. Department of Education | International and Foreign Language Education | [www.ed.gov/about/ed-offices/ope/ifle](#) | [ifle@ed.gov](#)

Appendix P – Guidance on FLAS Funds Transfers

Notice to FLAS Grantees on July 27, 2021

Dear FLAS Grantees:

The Department is aware that FLAS grantees have been transferring FLAS funds to other FLAS grantees when they have excess unspent funds. We are writing today to inform you that this is no longer allowed, effective immediately.

Our program attorneys have issued new guidance on this issue advising us that the transfer of FLAS funds from one grantee to another is not authorized by federal regulations or the Title VI statute. They explained to us that all expenditures of Federal funds need to be tied to the grantee that applied and received an allocation of fellowships for their specific Center. Expenditures must all be within the scope of the original proposed application for funding in order to avoid undermining the competitive nature of these grant funds.

Upon review, our program attorneys have determined that the FLAS program regulations do not explicitly authorize an institution to transfer their unspent allocation to another grantee. The most analogous provision, 34 CFR 657.30(b), regarding fellowship vacancies, does not contemplate a transfer of allocations between grantees but rather specifies that “the institution to which the fellowship is allocated” may re-award the balance to another student enrolled within that institution in an eligible program of study. A transfer of funds would also trigger the threshold issue that subgrants were not permitted under the most recent notice inviting application for FLAS funding, and that such a transfer was not contemplated within the scope of any grantee’s current application.

In short, when you apply for a FLAS grant you are committing to a specific scope for that particular project, which precludes transferring money to other grantees (even at your own institution) because doing so would alter the scope of your project and the project to which you are transferring funds. As a result of this new guidance, we will no longer be able to approve the transfer of FLAS funds from one FLAS grant to another one. We also point out that the Department is not contemplating any enforcement action against grantees who transferred funds to other FLAS institutions prior to this update in guidance. And finally, we will update the 2018-2021 PAM to reflect this new guidance.

Thank you.

The Advanced Training and Research Division Team, International and Foreign Language Education Office

Notice to FLAS Grantees on August 10, 2021

Dear FLAS Grantees:

In light of the announcement of new guidance from the memo Transfer of Excess Funds sent to you via IRIS on 7/27/21 regarding disallowing transfers of FLAS money from one grantee to another, we wanted to clarify a couple of issues. First, if you send students to Summer Language Institutes that are funded by other FLAS grantees, that is not considered a transfer of funds. You are simply using your FLAS funds to support the FLAS fellows that you will be sending to those Institutes.

Second, the guidance we received from our program attorneys also changed the way we will approach no-cost extensions (NCEs) for FLAS grants. No-cost extensions are allowed, so if you have funds that you were not able to spend during the normal four-year span of the grant, you may submit a request for a no-cost extension for up to one year. Please do not request the NCE right now. We recommend that you request the NCE, if needed, later in the fourth year of your grant since you will have a better sense of how much money you will have remaining by that time. It is important to note, however, that any NCE request must be submitted no less than 10 days before the grant ends (i.e., no later than August 4, 2022).

Thank you.

The ATRD Team

Appendix Q – Sample FLAS Budget

University Name

Center Name

FLAS Budget

AY 20XX-XX

P015B10XXXX

FUNDING TYPE	AMOUNT
FLAS allocation for term	\$195,000.00
Remaining funds from last period*	\$7,350.00
TOTAL funding available	\$202,350.00
Funding spent this period	\$60,500.00
Unspent funds (for carryover)	\$141,850

*not applicable to AY 1 of grant

	FLAS Institutional Payment (TUITION AND FEES)	FLAS Subsistence Allowance (STIPEND)	FLAS Summer Travel Award (if applicable)	FLAS TOTAL	University Contribution	Combined Total	Comments
Smith, John	\$10,000.00	\$5,000.00		\$15,000.00	\$0.00	\$15,000.00	
Doe, Jane	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	Declined FLAS award
Drew, Nancy	\$18,000.00	\$20,000.00		\$38,000.00	\$21,798.38	\$59,798.38	
Miller, Dave	\$5,000.00	\$3,500.00		\$8,500.00	\$0.00	\$8,500.00	Received one-term UG award
TOTAL	\$33,000.00	\$28,500.00		\$61,500.00	\$65,395.14	\$126,895.14	

Appendix R – Engage with IFLE Flyer

[Click here to view this document online.](#)


**INTERNATIONAL AND
FOREIGN LANGUAGE
EDUCATION**




ENGAGE WITH IFLE!

We want to hear from you about the impact of your Title VI or Fulbright-Hays grant or fellowship! Help us spread the word about the U.S. Department of Education's International and Foreign Language Education (IFLE) programs.


Write a piece for our newsletter

We would love to feature your story in the IFLE office newsletter! Send a description of the impact of your grant (300-500 words) with an accompanying high resolution photo to: carolyn.collins@ed.gov

Subscribe to IFLE's newsletter: <https://tinyurl.com/IFLE-news> 


Tag us on X/Twitter

Follow IFLE at [@GoGlobalED](https://twitter.com/GoGlobalED) and tag us in your grant-related posts!

[#FulbrightHays](#) [#TitleVI](#) [#BeGlobalReady](#) 


Share resources

If you have developed resources (e.g., curricula, instructional materials, etc.) with Fulbright-Hays or Title VI support, share them with other educators using our "International and Foreign Language Education Resources" group on the OER Commons website:

<https://tinyurl.com/OERCommonsIFLE> 

Research supported with grant funding should also be submitted to the U.S. Department of Education's ERIC database: <https://eric.ed.gov/submit/>


Highlight Kudos

Have you been featured in your local newspaper, a publication, or honored by a professional association for your international education achievements? Share your successes with your IFLE program officer and/or ifle@ed.gov and we may feature you in a future newsletter!


Share YouTube videos

If you post a video about your grant or fellowship experience on YouTube, send the link to your IFLE program officer. We may be able to include it in our channel's playlist of "Videos by IFLE Grantees".

Subscribe to IFLE's YouTube channel: <https://tinyurl.com/IFLEYoutube> 


Connect with alumni on LinkedIn

If you received a Foreign Language and Area Studies (FLAS) fellowship or participated in a Fulbright-Hays grant program, we invite you to join our alumni groups on LinkedIn:

FLAS Alumni:
www.linkedin.com/groups/8535077 

Fulbright-Hays Alumni:
www.linkedin.com/groups/12002171 

U.S. Department of Education | International and Foreign Language Education | www.ed.gov/about/ed-offices/ope/ifle | ifle@ed.gov

**INTERNATIONAL AND
FOREIGN LANGUAGE
EDUCATION****FULBRIGHT HAYS TITLE VI**

CITING SUPPORT

As an institution, organization, or individual receiving funding from the International and Foreign Language Education (IFLE) office of the U.S. Department of Education, it is beneficial both to you, as a grantee, and to the Federal Government, to publicize your project's activities and results. As an IFLE grantee, you are required to properly cite the Fulbright-Hays or Title VI program in related publications, websites, newsletters, and press releases.

Examples of citing support for events and publications:

This [workshop/event/etc.] was supported in part by grant funding from the U.S. Department of Education's [insert name of grant program]. The content of this [workshop/event/etc.] does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.

OR

The contents of this [insert type of publication, such as book, report, film] were developed with the support of grant funding from the U.S. Department of Education's [insert name of grant program]. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.


When appropriate, please also provide a link to the IFLE website (www.ed.gov/about/ed-offices/oep/ifle) somewhere on your project website.

If you have questions about how to appropriately cite support, please contact your IFLE program officer or send an email to ifle@ed.gov.


**Thank you for helping to spread the word about the
U.S. Department of Education's International and
Foreign Language Education programs!**

Appendix S – Study Abroad Handout for Students

[Click here to view this document online.](#)



U.S. Department of State



STUDY ABROAD

Tips for a safe and rewarding experience

GET INFORMED ✓

- Learn about your destination and its unique travel requirements at travel.state.gov/destination.

GET REQUIRED DOCUMENTS ✓

- Make sure your passport is valid for at least six months after your trip.
- Apply for a visa if necessary.

STAY CONNECTED ✓

- Enroll in STEP to receive safety and security information, and to help us find you in an emergency. Visit step.state.gov.
- Leave emergency contact information, your school's information, and a copy of your passport with family or trusted friends.
- Inform your bank or credit card company that you will be traveling overseas.

GET INSURED! ✓



- Check whether your school or program provides medical insurance abroad.
- Consider purchasing additional health insurance, including medical evacuation, for any independent travel that is not covered by your school policy.
- Consult with your doctor to find out if any health checks or vaccinations are needed.
- Find out about the resources available in your country to treat any pre-existing conditions.
- Check the local laws to ensure that your medications are not considered illegal substances.

WHILE ABROAD ✓

- Follow local laws and customs wherever you go. If you are arrested or detained, ask authorities to contact the nearest U.S. embassy or consulate.
- Don't violate the terms of your visa.
- Be cautious about political activities abroad. Different countries have different laws, including what types of activities (if any) are tolerated and any punishments or penalties.
- Guard your passport! Some countries require you to carry it with you at all times; others may allow you to carry a color photocopy. Secure it in a safe place when not in use.
- Be aware of your surroundings. Leave a situation if you don't feel safe.
- Watch out for scams. See travel.state.gov/scams.
- Be safe! Road accidents and drownings are two leading causes of death among U.S. citizens overseas.

IN AN EMERGENCY ✓

- If your passport is lost or stolen, contact the U.S. embassy or consulate for a replacement (for a fee) and see local authorities for a new visa.
- If there's a crisis where you are, check in with family and friends and update your status on social media to let everyone know you're okay.
- Follow @TravelGov on Twitter and Facebook, plus the social media accounts of the U.S. embassy in your country.

travel.state.gov  TravelGov  @TravelGov

Appendix T – Example FLAS Notification Letter and Terms and Conditions Document

The below notification letter and terms and conditions document are meant to serve as an example only. Centers should modify as needed for academic year vs. summer awards, and for graduate vs. undergraduate awards. Centers should also customize the documents to fit their own institutional requirements and expectations.

Example FLAS Notification Letter (Academic Year Graduate)

Congratulations! On behalf of the <<Center>>, we are delighted to offer you a Foreign Language and Area Studies (FLAS) Fellowship to study <<Language>> for <<FLAS Term>>.

FLAS Fellowship Award Details for Graduate Student Fellows

- The fellowship pays resident tuition up to \$18,000, and a stipend of \$20,000. Graduate appointee health insurance is also available. The \$18,000 tuition and insurance benefit applies to <Academic Year <<XXXX-XXXX>> tuition and insurance costs—you may not transfer it to other costs or defer it to subsequent <<term: quarters/semesters>>.
- If you elect to participate in the <<Graduate Insurance Program>>, the annual single subscriber premium of <<\$X,XXX>> will be deducted from the \$18,000 tuition and fee benefit. If you elect this insurance, <<\$Balance>> will be available for your resident tuition. For detailed information on benefits, consult <<Website>>.
- If you do not elect the above insurance, \$18,000 will be available for your tuition.
- If you are not a resident of the <<State>> and are enrolled in a program at <<School>>, you will also receive a non-resident tuition waiver. If you are a non-resident student enrolled only in the <<Program>> at <<School>>, the non-resident portion of your tuition will not be waived. If you are in a fee-based program, the non-resident waiver does not apply as the resident and non-resident rates are the same.
- Your tuition benefit will be paid directly to your <<Institution>> student account prior to the tuition due date each quarter. The stipend will be paid in two installments per month, on the <<Date>> and <<Date>> of each month, from <<Start Date>> to <<End Date>>.
- **It is your responsibility to inform the <<Financial Aid Office>> of your FLAS Fellowship.** Receipt of a FLAS Fellowship may cause the <<Financial Aid Office>> to reduce your financial aid offer. It is also your responsibility as an awardee to acquaint yourself with all relevant tax laws that may apply to this award. For information on taxes and fellowships, see the <<Institution Student Fiscal Services Website>>.
- To ensure that limited financial resources are distributed as widely as possible, approval to hold a TA or RA position at the same time as a FLAS award is at the discretion of the <<Center>> and the department offering the TA or RA position. If you receive an additional award intended to cover or offset costs of living (such as a stipend) and/or tuition, you must contact <<FLAS

Coordinator Name and Email>> immediately before accepting the FLAS award. Failure to do so violates the terms of this fellowship and means you forfeit your FLAS award.

Conditions of the Fellowship

- The U.S. Department of Education (US/Ed) requires that you be enrolled and maintain good academic standing in a program that combines modern foreign language training with <<Area>> Studies or <<Area>> aspects of professional or other fields of study. You must register for at least <<minimum course or credit requirements>>. You will take these classes for credit and a decimal/letter grade (no auditing or Pass/Fail) and submit the course titles and number of credits to the FLAS Coordinator for approval at least <<XX>> weeks prior to the beginning of each term.
- FLAS Fellowships are intended to fund regular coursework and not independent study. Students must submit a request for approval to the FLAS Coordinator for independent study or dissertation research at least <<XX>> days in advance in order to obtain institutional approval, and <<xx>> months in advance to obtain approval for study abroad. Requests will be reviewed on a case-by-case basis.
- The FLAS Fellowship is awarded for the full academic year; you should not accept the fellowship if you are uncertain about your ability to fulfill the requirements in each <<term>> of Academic Year <<XXXX-XXXX>>.
- If you require placement into a language course, you must contact the <<Institution>> department of your award language immediately upon acceptance of your FLAS fellowship. Consult departmental websites for placement instructions.
- The <<Center>> likes to celebrate award recipients by publicizing the names and basic biographical information of awardees. If you do not want your receipt of the FLAS award to be publicized, please indicate so on your Fellowship Response Form.

Next Steps and How to Respond

- The FLAS Fellowship is contingent upon your satisfying the terms and conditions outlined above and on the Fellowship Response Form.
- FLAS recipients are required to attend an orientation session before their award period begins; consult the Fellowship Response Form for <<AY XXXX-XXXX>> orientation dates and registration links.

Again, congratulations on your FLAS Fellowship award! We look forward to working with you. Please complete and submit your Fellowship Response Form as soon as possible but no later than <<Due Date>>. If you have any questions, contact the FLAS Coordinator at <<FLAS Coordinator Name and Email>>.

Sincerely,

Example Terms and Conditions (FLAS Fellowship Response Form)

After carefully reviewing your award letter and the information below, mark the appropriate checkbox to indicate either your acceptance or rejection of the FLAS Fellowship. Sign and date your response and, if accepting the award, proceed to review the numbered items below. Please complete this form as soon as possible, but no later than <<Date>>. We recommend that you print and keep a copy of this agreement for your records.

- ☐ **I ACCEPT** the offer of a Foreign Language and Area Studies (FLAS) Fellowship for the <<Year>> academic year from the <<Center>> to study <<Language>> and agree to the conditions outlined both in my award letter and also below.
(Sign below and proceed to the numbered items below.)
- ☐ **I DECLINE** the offer of a Foreign Language and Area Studies (FLAS) Fellowship for the <<Year>> academic year from the <<Center>>.
(After signing, you may skip the rest of the form if you decline the award).

Sign and date:

Signature

Date

Fellowship Contract: Terms and Conditions

Your initials below indicate that you have read and understood the information presented and agree to comply with the conditions stated.

1. To be eligible for this FLAS fellowship you must: a) be a <<Institution>> student who is a U.S. citizen or permanent resident, and b) be enrolled for the duration of your fellowship in a program of study that combines modern foreign language and area studies courses as specified in your award letter.

Initial here:

2. I do not owe a refund on any Pell or Supplemental Education Opportunity grant nor am I in default on any National Defense Student Loan, Supplemental Loan for Students, Consolidation Loan, or Income Contingent Loan.

Initial here:

11/11/2019

3. Approval to hold a TA or RA position at the same time as a FLAS fellowship is at the discretion of the <<Center>> and the department offering the TA or RA position. You must

obtain prior approval from the Center and the department. Submit approval requests to the FLAS Fellowship Coordinator.

Initial here:

4. Prior to each quarter I will inform the FLAS Fellowship Coordinator of the title and number of credits of the language and area studies courses in which I will enroll that make me eligible for the award. I understand courses must be taken for a decimal/letter grade (no auditing or Pass/Fail).

Initial here:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

5. The FLAS Fellowship is contingent upon receiving a <<minimum grade/performance requirements as determined by FLAS center/institution>> in your FLAS-qualifying courses. A grade lower than <<XX>> in your language or area studies course will result in probation and possible termination of your award. If you fail a FLAS-qualifying course, your award will be terminated and you may be required to return the funds. The decision to require a fellow to return funds is made by the U.S. Department of Education (US/Ed) on a case-by-case basis.

Initial here:

6. Academic Year FLAS fellowships are intended to fund regular, in-person, group courses at the <<Institution>>. You must fulfill the FLAS language and area studies coursework requirements by taking regular courses at <<Institution>> if they are available at your level. Requests for exceptions (study abroad, independent study, dissertation research or writing) must be submitted to the FLAS Fellowship Coordinator as soon as possible and no fewer than <<XX>> days prior to the activity start date in order to obtain institutional approval.

Initial here:

7. If, for any reason, you withdraw from the <<Institution>> or language and area studies training, you will promptly notify the FLAS Fellowship Coordinator so that your award may be adjusted and the remaining tenure offered to the next alternate. Current US/Ed policy states that if you forfeit your FLAS fellowship during a quarter or semester you must return the money.

Initial here:

8. By accepting the FLAS fellowship, you agree to pre- and post-assessments of your language ability by your instructor(s) and/or other forms of assessment US/Ed requires. You also agree to file a Final Fellow Report with US/Ed at the end of <<final quarter/semester of FLAS award>>, where you will list all courses taken during your grant period, including the

number of credits and letter grade for each course. You will file this report online in IRIS, the federal reporting database (access information will be provided).

Initial here:

9. The Higher Education Opportunity Act (Public Law 110-315: August 14, 2008) obligates FLAS awardees to participate in post-award surveys once every two years for eight years to assess continuing use of language skills. By accepting this award you agree to take part in the surveys.

Initial here:

10. I understand I am required to attend a FLAS awardee orientation session. Sessions will be held <<modality/location>> on the dates/times indicated below. <<Insert further information on sessions and instructions for attending.>>

Initial here:

11. I understand that I am responsible for informing the <<Institution Financial Aid Office>> of my FLAS fellowship and I am aware that my financial aid offer might be adjusted as a result.

Initial here:

12. It is my responsibility to understand and cover program costs beyond what the FLAS fellowship provides. This includes any tuition cost at the <<Institution>> that is above the maximum funded by FLAS.

Initial here:

13. I understand by accepting this award that I am obligated to the terms of the award for the entire academic year <<Year>>.

Initial here:

14. The <<Center>> likes to celebrate award recipients by publicizing the names and basic biographical information of awardees. Do you authorize the <<Center>> to publicize your name and basic biographical information?

☐ Yes

☐ No