

**BUSINESS AND INTERNATIONAL EDUCATION
(BIE)**

CFDA NUMBER: 84.153A

*IFLE REPORTING SYSTEM PROPOSED
SCREENS*

Program: BIE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$0	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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Please change your password to something other than your award number.

Update Password

To change your password, enter your current password and the new password. Enter the new password again to confirm. Then click "Update."

Current password:

New password:

Confirm password:

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International and Foreign Language Education
 U.S. Department of Education
 Office of Postsecondary Education
 1990 K Street, N.W., Washington, DC 20006-8521
 Phone: (202) 502-7700

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Project Information

Review and edit the project information and contact information for the project director. If you need to change the name or email of your project director, contact your program officer for instructions. Enter your abstract and select the languages, disciplines, countries, and subject areas relevant to your project.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: District of Columbia

Postal code:

Phone: *

Fax:

Email:

Web site:

Partner Web site:

Home institution:

Project title: *

Primary world area: * International

Additional world areas: Select all that apply

Africa
 Asia
 Canada
 East Asia

Program officer: ()

List agreement partners

(limit 200 characters)



Abstract

Cut and paste your abstract from your application into the box below.

(Limit 4,000 characters and spaces)

*

Select all of the languages, countries, disciplines, and subject areas that apply to the project from the dropdowns below. Any entries already selected are displayed first.

■ Languages

Please select no more than 15 of the languages most relevant to your project.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply

Abron

Achinese (Achenese)

Acholi

Afar

Afrikaans

Aja-Gbe

Akan

Akkadian

Albanian

■ Countries *

Please select no more than 15 of the countries most relevant to your project's focus.

(for multiple selections, hold down "ctrl" or "apple" key and click. You are only allowed up to 15 selections.)

Select all that apply

United States of America

Afghanistan

Albania

Algeria

American Samoa

Andorra

Angola

Anguilla

Antigua and Barbuda

■ Disciplines *

Please select no more than 15 items.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply
Accounting
Agriculture
Anthropology
Archaeology
Architecture/urban and regional planning
Area studies
Art/art history
Biological/life sciences
Business administration and management

■ **Subject Areas ***

Please select no more than 15 items.

(for multiple selections, hold down "ctrl" or "apple" key and click.)

Select all that apply
Area Studies
Assessment and Testing
Collaboration
Dissemination
Dissertation Research
Distance Learning
Evaluation
Foreign Language Across The Curriculum
Foreign Language Programs (Domestic)

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Additional Users

To add a user with permission to review and edit reports for this project, click the add a user button. The system will email login credentials to each added user. The user will have access to all functionalities in IRIS except report submission which is restricted to the Project Director. If a user is no longer associated with the project, the Project Director must remove that user from IRIS. IFLE staff may not add or delete users from IRIS.

To update a user, click the Update link under Action

To remove a user, click the Delete link under Action

Action	Name	Email
Update Delete		

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Add a User

* Required fields

User name: *

First Name

Last Name

Email: *

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International Travel Approval Request

Create a Travel Approval Request (TAR) for each grant-funded participant who is traveling to or from the U.S.

- To add a TAR, click the "Add a Travel Approval Request" button.
- Your TARs are listed below.
- To view or edit a TAR, click "Update."
- To remove a TAR, click "Delete."
- For travel to the U.S., only international travel costs need to be approved.
- After entering a TAR, click the "Submit to IFLE" button at the bottom of the page to submit it to IFLE.
- IRIS will notify your program officer by email when the TAR is submitted.
- Once the TAR is approved or disapproved, IRIS will send you an email with additional information from your program officer.
- Once the TAR has been approved by IFLE, it can be updated and resubmitted to IFLE for your program officer to reapprove.
- **Note:** A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, airfare, ground transportation.

The TAR must be submitted to IFLE at least 30 days prior to the traveler's departure.

Action	Name(s)	Status	Submitted Date	Approval Date	FY Funds	Travel Dates	Country	Purpose
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International Travel Approval Request - Submit 30 days in advance of travel

Submit a Travel Approval Request (TAR) for each person traveling to or from the U.S., to participate in project related activities. A TAR is required if grant funds are supporting any cost associated with the travel, e.g., per diem, airfare, ground transportation.

* Required fields

Group or individual: * Group Individual
(If there is more than one participant, elaborate in the "Purpose of travel explanation.")

Number of participant(s): *

Participant name(s): *
(limit 500 characters)

Travel to or from U.S.: * To From U.S.

Title VI BIE funds requested for travel: * In-Country International

Type of participant: * Select one

Purpose of travel: * Select one

Travel Justification: * (limit 2,000 characters)

Provide travel justification that is directly related to the approved project scope. Indicate whether this funding is in the approved budget.

Discipline / Field(s): Select
 Accounting
 Agriculture
 Anthropology
 Archaeology
 Architecture/urban and regional planning

Country(ies): * For travel to the U.S., select the country the participant is traveling from.

Select one

Select one

Select one

Select one

Select one

Title VI BIE funds requested for travel: * \$

Which FY funds are being used: * 2009

Explanation of Title VI BIE funds requested: (limit 2,000 characters)

Provide a detailed itemization of Title VI BIE funds to be expended, e.g., lodging, per diem, travel.

Departure date: * (mm/dd/yyyy)

Return date: * (mm/dd/yyyy)

Comments: (limit 1,000 characters)

Participant's Departure Itinerary (Required for international travel)

Please include connecting flights.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

Participant's Return Itinerary

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

* I certify that this travel request complies with the Fly America Act.

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Report Schedule

The reports required for this grant are displayed below.

- To begin entering your report, click the "Enter Report Information" button below or click a button on the menu bar. You may also click a link in the Report Status column to go directly to a screen.
- To view or submit a report, click the "View / Submit Report" button.
- After viewing the report, project directors may click the "Submit Report" button to submit it to IFLE.
- To begin entering your report data now, click the "Select Report" option for your fall report and click the "Enter Report Information" button.
- You may also [view reports from previous grants](#) for your program, institution, and world area.

This column lists the screens for each report. Links are only available for the current report.

Select Report	Report Type	FY	Due Date	Begin Date	End Date	Amount	Submit Date	Report Screens
	Spring Year 1 (Narratives/Budget)	2009	04/30/2010	08/01/2009	03/31/2010	\$88,975		Current Report Screens for this report Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities Budget
	Fall Year 1 (Report Data/Budget)	2009	08/31/2010	08/01/2009	06/30/2010	\$0		IB Courses & Programs Int'l Business Positions Faculty Enhancement Outreach Activities Study Abroad/ Internships Travel from U.S. Travel to U.S. Budget
	Final Year 2 (Narratives/Budget/Report Data)	2010	10/29/2011	08/01/2010	07/31/2011	\$0		Objectives and Accomplishments Adjustments to Project Exemplary Activities Evaluation Priorities IB Courses & Programs Int'l Business Positions



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Report Screens:	IB Courses & Programs	Int'l Business Positions	Faculty Enhancement	Outreach Activities	Study Abroad/ Internships	Grant Results

Time Extension

Section 74.25 of the Education Department General Administrative Regulations (EDGAR) allows a grantee to notify IFLE about the necessity to extend the end of a grant for up to 12 months. The time extension allows you to complete an activity that you were unable to complete before the scheduled end date of your grant. If you need a time extension, you must notify your program officer in writing at least 10 days before the end date of the grant.

*Please provide a justification for the one-time time extension.

Comments: (limit 1,500 characters and spaces)

*Enter the amount of funds to be used during the time extension

\$

*Enter the revised end date for your project. When the project end date is extended, the due date for the submission of your final performance report will change. The final performance report will be due 90 days after the revised end date.

Example: 01/01/1900

Please note: According to EDGAR 74.25(e)(2)(ii) a time extension may not be exercised merely for the purpose of using unobligated balances.

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Narratives:

Objectives and Accomplishments

Adjustments to Project

Exemplary Activities

Evaluation

Priorities

Objectives and Accomplishments *

Describe each of the objectives of the project and the progress made towards those objectives during the current reporting period.

Required field

(limit 5,000 characters and spaces)

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Narratives:		Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities

Adjustments to Project *

For any planned activity that was scheduled to take place during the current reporting period but did not, explain the circumstances. Indicate whether you still plan to conduct the activity and when; or, specify the amount of funds to be reprogrammed, the activities to be conducted, and when.

Required field

(limit 5,000 characters and spaces)

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Narratives:						
Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities		

Exemplary Activities *

Describe project activities that showcase the grantee's success in meeting its project objectives in a particularly effective way during the current reporting period and that you would recommend for replication or dissemination because of their content and impact.

Required field

(limit 5,000 characters and spaces)

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Narratives:	Objectives and Accomplishments	Adjustments to Project	Exemplary Activities	Evaluation	Priorities
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Evaluation *

Describe project-related evaluation activities that have taken place during the current reporting period.

Required field

(limit 5,000 characters and spaces)

Please upload any evaluation or assessment reports regarding your grant activities. (You may upload up to 2 documents.)

no file selected

no file selected

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Priorities *

Describe any activities that took place during the current reporting period which address the announced priorities of the program. Indicate if grant funds were used to support the activities. To view a list of the announced priorities, click [here](#).

Required field

(limit 4,000 characters and spaces)

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BIE Priorities for 2009 - 2010

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Spring Budget

For each category, enter the amount of Title VI BIE funds and matching funds expended during the current reporting period. Report on expenditures from 08/01/2009 through 03/31/2010. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project.

Budget Category	Title VI BIE Funds Spent in the Current Reporting Period	Matching Funds Spent in the Current Reporting Period
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$	\$
Training Stipends	\$	\$
Total Budget	\$ %	\$ %

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the proposed budget for the next one year budget period. Your project file must

be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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Fall Budget

For each category, enter the amount of Title VI BIE funds expended during the current reporting period. Report on expenditures from 03/31/2010 through 06/30/2010. Totals will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Budget Category	Title VI BIE Funds Reported on the Spring Report	Matching Funds Reported on the Spring Report	Title VI BIE Funds Spent in the Spring Reporting Period (08/01/2009-03/31/2010)	Matching Funds Spent in the Spring Reporting Period	Title VI BIE Funds Spent in the Current Reporting Period (03/31/2010-06/30/2010)	Matching Funds Spent in the Current Reporting Period	Total Title VI BIE Funds Spent	Total Matching Funds
Personnel	\$0	\$0	\$	\$	\$	\$	\$	\$
Fringe Benefits	\$0	\$0	\$	\$	\$	\$	\$	\$
Travel	\$0	\$0	\$	\$	\$	\$	\$	\$
Equipment	\$0	\$0	\$	\$	\$	\$	\$	\$
Supplies	\$0	\$0	\$	\$	\$	\$	\$	\$
Contractual	\$0	\$0	\$	\$	\$	\$	\$	\$
Other	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Direct Costs	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$0	\$0	\$	\$	\$	\$	\$	\$
Training Stipends	\$0	\$0	\$	\$	\$	\$	\$	\$
Total Budget	\$0	\$0	\$	\$	\$	\$	\$	\$
			%	%	%	%	%	%
Carryover							\$	

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed budget period.

Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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Final Budget

For each category, enter the amount of Title VI BIE funds and matching funds expended during the current reporting period. Report on expenditures from 08/01/2010 through 07/31/2011. Totals and percentages will be automatically calculated. "Matching funds" refers to the mandated cost sharing stipulated in the authorizing legislation. The matching funds should be no less than 50% of the total cost of the project. Click the link to download the [SF 269 - Financial Status Report Long Form](#). You must complete and submit this form via fax or hard copy to your program officer as part of your final performance report.

Budget Category	Title VI BIE Funds Spent in the Current Reporting Period	Matching Funds Spent in the Current Reporting Period
Personnel	\$	\$
Fringe Benefits	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Contractual	\$	\$
Other	\$	\$
Total Direct Costs	\$	\$
Total Indirect Costs (May not exceed 8% of direct costs)	\$	\$
Training Stipends	\$	\$
Total Budget	\$ %	\$ %

Comments: (limit 1,000 characters and spaces)

Budget attachment: * Excel spreadsheet only. Attach a spreadsheet with the final budget expenditures for the just completed budget period.

Your project file must be formatted for letter-size paper prior to upload.

(Note: The file must have a .xls extension and may not contain any of the following characters: - : / \ * ? " < > |).

no file selected

(Click the "Browse..." button to attach an electronic copy of the project budget. When prompted, locate and select the budget file. Only one spreadsheet may be attached to this report. Uploading a document replaces the document previously attached.)

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International Business Courses and Programs Created or Enhanced

An international business course is defined as a course with at least 25% international content. An international business program is defined as a certificate, major, minor, study abroad or internship program which provides training for undergraduate or graduate students, members of the business community or other professionals and requires that a student complete at least 3 international business courses.

Enter information for each international business program or course created or enhanced during the current reporting period for which BIE or matching funds were expended. Include programs or courses that focus on national and international competitiveness.

- Any international business courses or programs already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an International Course or Program" button.
- To remove a record, click "Delete."

Action	Title	Enrollment		Type
		On-campus	Off-campus	

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International and Foreign Language Education
 U.S. Department of Education
 Office of Postsecondary Education
 1990 K Street, N.W., Washington, DC 20006-8521
 Phone: (202) 502-7700

Program: BIE Institution: Project: Award #: Project Director: World Area:	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$0	Current Report Information Start Date: End Date: Due Date: Submit Date: Amount:
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International Business Courses and Programs Created or Enhanced

An international business course is defined as a course with at least 25% international content. An international business program is defined as a certificate, major, minor, study abroad or internship program which provides training for undergraduate or graduate students, members of the business community or other professionals and requires that a student complete at least 3 international business courses.

Enter information for each international business program or course created or enhanced during the current reporting period for which BIE or matching funds were expended. Include programs or courses that focus on national and international competitiveness.

* Required fields

Funded by: * BIE Matching funds Both

BIE funds amount: * \$

Matching funds amount: * \$

Type: * Course Program

Title: *

Program type: Select one
(Required if type is "Program")

Web site: *

Discipline(s): * Select all that apply
 Accounting
 Agriculture
 Anthropology
 Archaeology
 Architecture/urban and regional planning
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Description:
(limit 150 characters and spaces)

New or enhanced? * New Enhanced

Nature of enhancements: Select one
(Required if course / program is not new)

Enrollment: * On-campus Off-campus

Comments: (limit 1,000 characters and spaces)

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IB Courses & Programs	Int'l Business Positions	Faculty Enhancement	Outreach Activities	Study Abroad/ Internships
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International Business Faculty / Instructor Positions

Enter information for each international business faculty / instructor position created during the current reporting period for which Title VI BIE or matching funds were expended.

- Any faculty / instructor positions already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add an International Business Faculty / Instructor Position" button.
- To remove a record, click "Delete."

Action	Position Type	World Area	% Title VI BIE	% Institution
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International Business Faculty / Instructor Positions

Enter information for each international business faculty / instructor position created during the current reporting period for which Title VI BIE or matching funds were expended. The total and percentages will be automatically calculated.

*** Required fields**

Funded by: * Title VI BIE Matching funds Both

UISFL funds amount: * \$

Matching funds amount: * \$

World area: * Select one

Discipline: * Select one

Type of position: * Select one

Amount of funds supporting position

Title VI BIE grant funds: \$ %

Institutional match: \$ %

Total: \$ %

Comments: * (limit 1,000 characters and spaces)

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Faculty Enhancement

Enter information for each faculty development activity conducted at your institution. Report only activities that took place in the current reporting period for which Title VI BIE or matching funds were expended.

- Any faculty enhancements already entered are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a record, click the "Add a Faculty Enhancement" button.

Action	Activity	World Area
--------	----------	------------

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Enhancement of Faculty Expertise

Enter information for each faculty development activity conducted at your institution. Report only activities that took place in the current reporting period for which Title VI BIE or matching funds were expended.

*** Required fields**

Funded by: * Title VI BIE Matching funds Both

Activity: * Select one

World area(s): * Select all that apply
Africa
Asia
Canada

(for multiple selections, hold down the "ctrl" or "apple" key and click)

Language(s): Select all that apply
Abnron
Achinese (Achenese)
Acholi
Afar
Afrikaans
Aja-Gbe
Akan

Discipline(s): * Select all that apply
Accounting
Agriculture
Anthropology
Archaeology
Architecture/urban and regional planning

Total number of participants: *

Comments: * (limit 1,000 characters and spaces)

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Report Screens:	IB Courses & Programs	Int'l Business Positions	Faculty Enhancement	Outreach Activities	Study Abroad/ Internships	

Outreach Activity

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI BIE or matching funds were expended.

- Any outreach activities already entered are listed below.
- To view or edit a record, click "Update."
- To remove a record, click "Delete."
- To add a new outreach activity, click the "Add an Outreach Activity" button.
- To enter default values for the city, state, and language which will pre-populate on new outreach records, click the "Enter Outreach Defaults" button.

Action	Activity Title	Dates	Location
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Report Screens:

IB Courses & Programs	Int'l Business Positions	Faculty Enhancement	Outreach Activities	Study Abroad/ Internships
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Outreach Activities

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI BIE or matching funds were expended.

*** Required fields**

Funded by: * Title VI BIE Matching funds Both

BIE funds amount: * \$

Matching funds amount: * \$

Title of activity: *
(limit 200 characters)

Partners: *
(limit 1,000 characters)

Type of activity: * Select one

Web site: *

World area(s): * Select all that apply
 Africa
 Asia
 Canada
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Language(s): Select all that apply
 Abroon
 Achinese (Achenese)
 Acholi
 Afar
 Afrikaans
 Aja-Gbe
 Akan
 Akkadian

Target audience(s): * Select all that apply
 Business
 Business executives
 Community organization
 Elementary and secondary education

City: *

State: Select one

Country: * Select one

Dates of activity: * From: To:

Total attendance: *

Was this outreach activity adopted or disseminated by any individuals, institutions, or organizations during the current reporting period?

* Yes No

How many individuals, institutions, or organizations have adopted or disseminated this activity?

Number of individuals:

Number of institutions:

Number of organizations:

Comments: (include activity outcomes) * (limit 1,000 characters and spaces)

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Outreach Defaults

If you enter a default city, state, and / or language on this screen, these fields will be pre-populated for you when you create new outreach activities.

City:

State: Select one

Language: Select one

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Study Abroad and Internship Programs Created or Enhanced

Enter information for each study abroad or internship program created or enhanced during the current reporting period for which Title VI BIE or matching funds were expended. Include only programs with foreign institutions of higher education or other foreign organizations that contribute to the study of international business.

- Any study abroad or internship programs already entered are listed below.
- To view or edit a record, click "Update."
- To add a record, click the "Add a Study Abroad or Internship Program" button.
- To remove a record, click "Delete".

Action	Program Title	Program Type
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Study Abroad and Internship Programs Created or Enhanced

Enter information for each study abroad or internship program created or enhanced during the current reporting period for which Title VI BIE or matching funds were expended. Include only programs with foreign institutions of higher education or other foreign organizations that contribute to the study of international business.

*** Required fields**

Funded by: * Title VI BIE Matching funds Both

BIE funds amount: * \$

Matching funds amount: * \$

Study abroad or internship: * Select one

Program title: *

Web site: *

U.S. state: Select one
(for internships)

Country(ies): * Select all that apply
 United States of America
 Afghanistan
 Albania
 Algeria
 American Samoa
 (for multiple selections, hold down the "ctrl" or "apple" key and click)

Type of partner organization(s): * Select all that apply
 Business
 Educational institution
 Government
 Local educational agency
 Non-governmental organization

Number of weeks: *

Classroom hours per week: *

Number of participants during the current reporting period

Students:

Faculty:

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Results of Grant-Funded Activities * (Final Report only)

Please identify results of grant-funded activities that will be disseminated to the public on the IRIS Web site (<http://iris.ed.gov>). Results should be reflective of the objectives cited in your approved project application, and may include exemplary activities, project-related URLs, activities particularly successful in meeting program priorities, or any other unique accomplishment that you want to showcase.

Required field

(limit 5,000 characters and spaces)

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■ Project Identification

Project Director:**Title:****Address:****Phone:****Fax:****Email:****Web site:****Home institution:****Project title:** BIE**World area:****IFLE contact:****List agreement partners:****Languages:****Countries:****Disciplines:****Subject areas:**

Before this report can be submitted, you must return to the [Project Information](#) screen and enter: abstract, languages, countries, disciplines, and subjects areas .

There is no information entered on the following screen(s) for this report.

Click the link to return to the screen or check the "Not Applicable" box and click the "Save" button if it does not apply. Note that you cannot check "Not Applicable" for narratives, budget or other required screens.

Screen Name**Not Applicable**[Objectives and Accomplishments](#)[Adjustments to Project](#)[Accomplishments](#)

[Exemplary Activities](#)

[Evaluation](#)

[Priorities](#)

[IB Courses & Programs](#)

[Int'l Business Courses](#)

[Int'l Business Positions](#)

[Faculty Enhancement](#)

[Outreach Activities](#)

[Study Abroad/ Internships](#)

[Budget](#)

You cannot submit the report until information is entered on each of these screens or "Not applicable" is checked.

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