

**FACULTY RESEARCH ABROAD (FRA)
*DIRECTOR***

CFDA NUMBER: 84.019

*IFLE REPORTING SYSTEM PROPOSED
SCREENS*

Program: FRA Institution: Award #: Project Director:	Grant Start Date: Grant End Date: Final Report Due Date: Submit Date: Amount: \$0
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Project Information

Additional User

Fellow Administration

View/Submit Report

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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 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.

* Required fields

Name:

Title:

Street: *

Street 2:

City: *

State: Select one

Postal code:

Phone: *

Fax:

Email:

Web site:

Home institution:

Project title: *

World area: International

Program officer: ()

These items are populated from your fellows' information.

■ Languages *

 Abron

■ Countries *

■ Disciplines *

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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	Title
Update Delete			



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Project Information	Additional User	Fellow Administration	View/Submit Report
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Add a User

* Required fields

User name: *

First name Last name

Email: *

Title * Select one

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Project Information

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Fellow Administration

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Fellow Administration

Prior to releasing any grant monies to a fellow, you must submit a Grant Activation Request (GAR) to IFLE and receive approval. The GAR must be submitted to IFLE at least **30 days prior to the fellow's departure.**

- Your program officer has created the fellows listed below. Click the Update link to enter each fellow's email, number of trips, and report due date.
- Check the "Notify" box and click the "Notify Fellows" button to send the fellow an email notification that an IRIS account has been established. Fellows must have their spam filters set to allow email from irismail@cds2helpdesk.com.
- The fellow must complete the pre-fellowship report and submit it before the Grant Activation Request can be entered.**
- The IRIS system will notify you by email when the fellow submits the pre-fellowship report.
- After the fellow submits the pre-fellowship report, click the "Create" link in the GAR column to initiate a request.
- Click the "Update" link in the GAR column to update an existing request.
- After entering a GAR, click the "Submit to IFLE" button at the bottom of the page to submit it to IFLE.
- The IRIS system will notify your program officer by email when the GAR is submitted.
- Once the GAR is approved or disapproved, the IRIS system will send you an email with additional information from your program officer.
- Once the GAR has been approved by IFLE, it can be updated and resubmitted to IFLE for your program officer to reapprove.
- To view or edit a fellow's record, click "Update."
- To view a fellow's report, click the "View" link under "Fellow Report."
- To display the fellow's pages in PDF format, click [here](#).
- To request a hiatus, click "Hiatus Request."

Notify Fellow	Fellow Notified?	Fellow Info	Grant Activation Request (GAR)	GAR Status	Name	Email	Primary Research Country	Pre-Fellowship Report Submitted?	Hiatus Request	Final Report Submitted?	Fellow Report
	No	Update	Pre-fellowship report not submitted	Not started				No	Pre-fellowship report not submitted	No	View
	No	Update	Pre-fellowship report not submitted	Not started				No	Pre-fellowship report not submitted	No	View
	No	Update	Pre-fellowship report not submitted	Not started				No	Pre-fellowship report not submitted	No	View
	No	Update	Create	Not started				Yes	Create	No	View

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- Additional User
- Fellow Administration
- View/Submit Report

Grant Activation Request

For each fellow, complete and submit a Grant Activation Request to IFLE for approval. Click the "Submit to IFLE" button at the bottom of the page to submit the GAR. You may update the information on this page after it is submitted until the GAR is approved by your program officer. To make changes to an approved GAR, contact your program officer.

Grant activation requests MUST be submitted to IFLE at least 30 days prior to departure.

* Required fields

Fellow's name:

Research Countries	Duration of Stay in Months	Research Visa Status *	Visa Issued Date	Research Permission Status *	Research Permission Issued Date	Embassy Notification Date *	Fulbright-Hays FRA Funds Requested (check one)
United States of America		Issued NA	Leave blank if N/A	Received NA			
Canada		Issued NA	Leave blank if N/A	Received NA			

NA = Not Applicable Enter all dates in mm/dd/yyyy format.

Comments: (limit 1,000 characters and spaces)

Host Country Affiliations: *(Enter N/A if necessary)

■ Research Involving Human Subjects - IRB Approval

Required * Exemption number Approval date (mm/dd/yyyy)

OR

* Assurance of compliance number Expedited review date

Not required

■ Fellow's Departure Itinerary

This is the itinerary for traveling to the host countries. **Enter the itinerary for which you are requesting Fulbright-Hays FRA funds.** Please provide all flight information to and from the host country(ies). If the research requires multiple international trips (as approved by IFLE), be advised that FRA funds can only be used to pay for one international roundtrip ticket, though approval must be given for all trips

before travel takes place. Please indicate which flight will be covered by checking the "Fulbright-Hays FRA Funds Requested" box. The departure itinerary may be left blank if the fellow is already in-country.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline/Flight Number	Fulbright-Hays FRA Funds Requested

Fellow's Return Itinerary

This is the itinerary for traveling from the host countries. **Enter the itinerary for which you are requesting Fulbright-Hays FRA funds.** Please provide all flight information to and from the host country(ies). If the research requires multiple international trips (as approved by IFLE), be advised that FRA funds can only be used to pay for one international roundtrip ticket, though approval must be given for all trips before travel takes place. Please indicate which flight will be covered by checking the "Fulbright-Hays FRA Funds Requested" box.

Departure Date (mm/dd/yyyy)	From City	From State or Country	Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline/Flight Number	Fulbright-Hays FRA Funds Requested

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Hiatus Request

Generally, fellows may not leave their research sites for the duration of the research period. In rare situations, it is possible to put a fellow's grant into hiatus. This would enable the fellow to leave the research site for a limited period of time, during which grant funds would be suspended. The fellow could then resume research in the host country afterward, and grant funds would again be available to the fellow. Decisions to put a grant into hiatus will be made on a case-by-case basis, and must be approved by the grantee's institution and US/ED. Any additional costs resulting from the changes to the itinerary are the responsibility of the fellow. A hiatus is usually only approved in cases of family or medical emergencies. Requests for a hiatus in other circumstances are discouraged. Unless the approved research project has been completed, a fellow's departure from the research site without specific written approval by US/ED program staff may result in repayment of fellowship funds.

* Required fields

Fellow's name:

Fellow's Hiatus Travel Itinerary

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

Does the fellow have appropriate insurance coverage for the hiatus period?

* Yes No

Does the fellow have the appropriate visa(s) to allow multiple entries into his/her host country(ies)?

* Yes No

New end date of research period

(Length of hiatus period must be added to the original research period or the maintenance allowance will be prorated to reflect the actual time spent in the host country.)

*

* Justification for Hiatus: (limit 1,000 characters and spaces)

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Update Fellow

Update the fellow's information and click the Save button. Please contact your program officer, if you need to change any of the non-updateable items on this screen.

First name: *

Last name: *

Email address: *

Fellowship start date: * (mm/dd/yyyy format)

Fellowship end date: *

If the revised fellowship end date is now later than the grant end date, you must notify IFLE that a time extension is necessary. Click "Time Extension" to notify IFLE.

Fellow report due date: *

Fellow's Fulbright-Hays FRA budget: * \$0

World area: *

Number of trips: * (FRA Funds may only be used for one international round trip.)

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Program: Institution: Project: Award #: Project Director: World Area:		
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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 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.

Submit Request

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■ Project Identification

Project Director:
Title:
Address:
Phone:
Fax:
Email:
Web site:
Home institution:
Project title: FRA
World Areas:
IFLE contact:

Languages:**Countries:****Disciplines:**

■ Fellows List

Fellow name:**Email:****Fellowship start date:****Fellowship end date:****Fellow notified date:****Pre-fellowship submit date:****GAR submit date:****GAR approval date:****Final report due date:****Final report submit date:****Project title:****Disciplines:****How heard about program:****Phone:****FRA Budget:****World area:****Number of trips:**

■ **Research Countries**

	Research Countries	Duration of Stay in Months	Research Visa Status	Visa Issue Date	Research Permission Status	Research Permission Issue Date	Embassy Notification Date	FRA Funds Requested
Primary								

■ **Abstract**

■ **Budget**

Category	Pre-Fellowship FRA Budget	Pre-Fellowship Other Funds	Actual FRA Funds Expended	Actual Other Funds Expended
Travel	\$0	\$0	\$0	\$0
Maintenance	\$0	\$0	\$0	\$0
Project allowance	\$0	\$0	\$0	\$0
Admin fee	\$100	\$0	\$100	\$0
Total	\$0	\$0	\$100	\$0
Comments:				

Please note: Once you submit your report, your fellows will no longer be able to enter their reports.

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