SEMINARS ABROAD (SA)
ADMINISTERING AGENCY

CFDA NUMBER: 84.018

IEPS REPORTING SYSTEM PROPOSED SCREENS

IEPS IRIS

INTERNATIONAL EDUCATION PROGRAMS SERVICE — INTERNATIONAL RESOURCE INFORMATION SYSTEM

Program: Fulbright-Hays Seminars Abroad (Administering Agency) Seminar Title: U.S. Dept of Education Contact:	Country: Report Due Date:

Welcome to IRIS

Your report is due on _____.

To begin entering your report, click any button on the menu bar.

- You may navigate through the screens by clicking the "Save and Continue" button or by clicking another button on the menu bar.
- When you're done entering your report, click on the View/Submit Report button to submit your report to IEPS.

If you have questions, click the Contact Us link to send a question to the help desk.

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Program: Fulbright-Hays Seminars Abroad Seminar Title: U.S. Dept of Education Contact:	Country: Report Due Date:

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

Country: * Select one

Postal code:

Phone: *

Fax:

Email:

Web site:

Administering agency:

Project title: *

World area: * Select one

Program officer: ()

Save | Save and Continue

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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. IEPS staff may not addor delete users from IRIS.

To update a user, click the Update link under Action
To remove a user, click the Delete link under Action

Add a User

Action	Name	Email	Title
Update | Delete			

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Add a User

* Required fields

User name: * [ ] [ ]
First name Last name

Email: * [ ]

Title * Select one

Save and Return to List | Save and Add a User

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Administering Agency Awarded Budget

Review the amounts below that were entered by the program officer. Please advise the program officer of any discrepancies. Please upload a detailed budget narrative with an explanation of each item.

* Required fields

Budget Category	Projected	Awarded	Expended
Personnel			
Staff Salaries	$	$	$
Postage	$	$	$
Printing and Copying	$	$	$
Other Related Expenses	$	$	$
Travel			
Domestic Travel	$	$	$
International Air Travel	$	$	$
Inter-Country and Inter-City Travel	$	$	$
Local Travel	$	$	$
Lodging	$	$	$
Other			
Visas	$	$	$
Per Diem	$	$	$
Escort(s) and Interpreter(s)	$	$	$
Honoraria and Lectures	$	$	$
Pre-Departure Orientation	$	$	$
In-Country Orientation	$	$	$
Curriculum Project Costs	$	$	$
Other	$	$	$
Total	$	$	$

Budget attachment: * Provide a detailed budget narrative with an explanation of each line item. Your project file must be formatted for letter-size paper prior to upload.

(Click the "Browse..." button to attach an electronic copy of the awarded 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.)

Save | Save and Continue

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Pre-Departure Preparation and Orientation Evaluation

Evaluate the pre-departure and / or the in-country orientation. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Language instruction;
- Delivery of the information in the orientation, including pacing and appropriateness;
- Cultural sensitivity of program coordinators;
- Adequacy of preparation to make participants feel comfortable and ready to travel; and
- Overall preparation for the orientation.

* Required fields

Exemplary activities: * (limit 4,000 characters and spaces)

Areas for improvement: * (limit 4,000 characters and spaces)

Agenda attachment: * Upload an attachment with the agenda for the orientation.

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

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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

Upload the Pre-departure Orientation, International Travel, Seminar Agenda. Include international flight and travel information.

Upload a file with the Pre-departure Orientation in Word, Excel, Adobe PDF or HTML format.

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

Upload a file with the International Travel in Word, Excel, Adobe PDF or HTML format.

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

Upload a file with the Seminar Agenda in Word, Excel, Adobe PDF or HTML format.

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

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In-Country Experience Evaluation

Evaluate the in-country experience. Describe any exemplary activities and note areas for improvement. Include the following categories, if applicable:

- Condition of housing facilities;
- Quality of food and dining services;
- Condition of meeting facilities;
- Quality of host country faculty and teachers;
- Quality of other host country counterparts;
- Quality and value of interaction with other program participants;
- Quality of service provided by host country administering agencies;
- Time scheduling and itinerary;
- Pacing of itinerary; and
- Ability to meet the special needs of participants.

* Required Fields

Exemplary activities: * (limit 4,000 characters and spaces)

Areas for improvement: * (limit 4,000 characters and spaces)

Save | Save and Continue

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Please review your report information for accuracy.
If your report is complete, click the "Submit" button at the bottom of the page to submit the report to IEPS.

Printer Friendly Version

Project Identification

Project title:
World area:
IEPS contact:
Seminar start date:
Seminar end date:
Countries:
Orientation:
Education level of seminar:

Fulbright comission:
Project director:
Title:
Address:
Phone:
Fax:
Email:
Web site:
Submit date:

Domestic institution:
Name:
Title:
Address:
Phone:
Fax:
Email:
Web site:
Submit date:

Please click on the links below to return to the screen and enter the required information before you submit your report.

Budget

Orientation Evaluation

In-Country Experience Evaluation

Itinerary

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Participants

Participant name:
Email:
Position title:
Institution:
Address:
Phone:
Fax:
Web site:

Report submitted:
Missing Items
- Professional Experience
- Orientation Evaluation
- In-country Experience Evaluation
- Language Proficiency
- Curriculum Project
- Outreach Activities

Date submitted:

Participant name:
Email:
Position title:
Institution:
Address:
Phone:
Fax:
Web site:

Report submitted:
Missing Items
- In-country Experience Evaluation

Date submitted:

Professional Experience

Educational level(s) taught or administered:

Discipline(s) taught or administered:

Position:

Language Proficiency

Did you initiate study of a foreign language?

If so, which language:

Do you plan to continue study of a foreign language?

If so, which language:

Curriculum Project

Title:
Description:
Type of project:
Project topic / field:
Intended audience:
Attachment: _____

- Outreach Activities

Type of Activity	Title of Activity	Target Audience	Location	Completed?	Total Attendees
Comments:					

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Domestic Institution Budgets

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