



U.S. Department of Education  
in coordination with the  
U.S. Department of State

**Centers Aligned with Areas for National Need  
(CAANN) Program**

Assistance Listing Number: 84.015C

FY 2026 Grant Competition

Posted June 5, 2026

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## Program Information

In coordination with the Bureau of Educational and Cultural Affairs at the U.S. Department of State (State), the U.S. Department of Education (ED) is soliciting applications in support of the administration of the Centers Aligned with Areas for National Need program.

This program provides grants to institutions of higher education (IHEs) or consortia of IHEs to address one or more of the following areas of national need by teaching languages of strategic importance to the United States' national security and economic prosperity, such as Spanish, Portuguese, Italian, Hungarian, Polish, Russian, Czech, Arabic, Swahili, Hausa, Hindi, Urdu, Mandarin, Korean, Japanese, Farsi, Bahasa, Thai, and other languages; providing instruction in fields needed to provide understanding of areas, regions, or countries in which the language is used; supporting research and training in international studies and the international and foreign language aspects of professional and other fields of study; and advancing the national

security interests of the United States by providing instruction on critical regions such as Latin America, Europe, Eurasia, Middle East, Africa, and Asia.

*Assistance Listing Number:* 84.015C.

*Program Authority:* Title VI, Part A, Section 602(a)(4) of the Higher Education Act of 1965, as amended (HEA) (20 U.S.C. 1122(a)(4)).

*OMB Control Number:* 1894-0006<sup>1</sup>

*For Further Information:* Margarita Meléndez, Telephone: 202-987-0408, Email: CAANN@ed.gov

*Type of Award:* Discretionary grants.

*Estimated Available Funds:* \$70,000,000.

Contingent upon the availability of funds and the quality of applications, we may make additional awards in subsequent years from the list of unfunded applications from this competition.

*Estimated Range of Awards:* \$1,200,000-\$1,400,000 for the 48-month project period.

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<sup>1</sup> According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 210 hours per response, including time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and

reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit and voluntary. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1894-0006. *Note:* Please do not return completed applications to this address.

*Estimated Average Size of Awards:* \$1,400,000 for the 48-month project period.

*Maximum Award:* \$1,400,000 for the 48-month project period.

*Estimated Number of Awards:* 50.

*Project Period:* Up to 48 months.

*Application Deadline:* July 7, 2026

*Waiver of Proposed Rulemaking:* Under the Administrative Procedure Act ([5 U.S.C. 553](#)), ED generally offers interested parties the opportunity to comment on proposed priorities, selection criteria,

definitions, application requirements, and other requirements. [Section 437\(d\)\(1\) of the General Education Provisions Act \(GEPA\)](#), however, provides ED an exemption from rulemaking requirements and regulations governing the first grant competition under a new or substantially revised program authority. This is the first grant competition for this program under Section 602(a)(4)(C)-(E) of the HEA and therefore qualifies for this exemption.

*Note:* This application notice and instructions is the official document governing the grant competition. ED is not bound by any estimates in this notice.

## Eligibility

### Eligible Applicants

An institution of higher education (as defined in this notice) or a consortium of institutions of higher education is eligible to receive a grant under this part as either a comprehensive Center or undergraduate Center.

### Costs

#### **Cost Sharing or Matching**

This program does not require cost sharing or matching.

#### **Supplement-Not Supplant**

This program uses the waiver authority of section 437(d)(1) of GEPA for supplement-not-supplant funding requirements.

#### **Indirect Cost Rate Information**

This program uses the waiver authority of section 437(d)(1) of GEPA to limit a grantee's indirect cost reimbursement to 8 percent of a modified total direct cost base. We are establishing this indirect cost limit for the FY 2026 grant competition and any subsequent

year in which we make awards from the list of unfunded applications from this competition in accordance with section 437(d)(1) of GEPA. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see <https://www.ed.gov/about/ed-offices/fofo#Indirect-Cost-Division>.

### **Administrative Cost Limitation**

This program does not include any program-specific limitation on administrative expenses. All administrative expenses must be reasonable and necessary and conform to Cost Principles described in 2 CFR part 200 subpart E of the Uniform Guidance.

### **Subgrantees**

Under 34 CFR 75.708(b) and (c), a grantee under this competition may award subgrants—to directly carry out project activities described in its application—to the following types of entities: IHEs, nonprofit organizations, professional organizations, or businesses. The grantee may award subgrants to entities it has identified in the approved application or that it selects through a competition under procedures established by the grantee.

### **Use of Funds**

*Other: (a) Reasonable and Necessary Costs:* Applicants must ensure that all costs included in the proposed budget are necessary and reasonable to meet the goals and objectives of the proposed project. Any costs determined by the Secretary to be unreasonable or unnecessary will be removed from the final approved budget.

*Audits:* (i) A non-Federal entity that expends \$1,000,000 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 2 CFR part 200. (2 CFR 200.501(a))

(ii) A non-Federal entity that expends less than \$1,000,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in 2 CFR 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) (2 CFR 200.501(d)).

## **Submission Requirements and Deadlines**

Applications Available	June 5, 2026
Application Deadline	July 7, 2026
Deadline for Intergovernmental Review	September 4, 2026

ED will be able to review grant applications more efficiently if we know the approximate number of applicants that intend to apply. Therefore, we strongly encourage each potential applicant to notify us of their intent to submit an application. To do so, please email the program contact person listed above with the subject line “Intent to Apply,” and include the applicant’s name and a contact person’s name and email address. Applicants that do not submit a notice of intent to apply may still apply for funding; applicants that do submit a notice of intent to apply are not bound to apply or bound by the information provided.

**Applicants are required to follow the 2025 Common Instructions for Applicants to Department of Education Discretionary Grant Programs**, published in the *Federal Register* on August 29, 2025 (90 FR 42234) and available at [ED 2025 Common Instructions](#).

## Program Description

### Priorities

This notice includes four (4) Absolute Priorities and two (2) Competitive Preference Priorities. The Absolute Priorities are from section 602(a)(4)(C)-(E) of the HEA (20 U.S.C. 1122(a)(4)(C)-(E)) and the focus of the administration on world regions and languages. Competitive Preference Priority 1 is from the Secretary’s Supplemental Priorities and Definitions on Evidence-Based Literacy, Education Choice, and Returning Education to the States (90 FR 43514) (Supplemental Priorities), published in the Federal Register on September 9, 2025. Competitive Preference Priority 2 is from the Secretary’s Supplemental Priority and Definitions on Advancing Artificial Intelligence in Education (Supplemental Priority on AI) (91 FR 18774), published in the Federal Register on April 13, 2026. All priorities that are being addressed must be identified in the Abstract Form, the Other Attachments Form (Competitive Preference Priority Narrative), and the Project Narrative section of the application.

*Absolute Priorities:* For Fiscal Year (FY) 2026 and any subsequent year in which we make awards from the list of unfunded applications from this competition, this priority is an Absolute Priority. Under 34 CFR 75.105(c)(3), we consider only applications that meet Absolute Priorities 1 and 2. In addition, each application must identify either Absolute Priority 3 (Comprehensive Center) or Absolute Priority 4 (Undergraduate Center) for its area of focus. Each application must clearly identify the specific subset of the Absolute Priority for which a grant is submitted.

*Competitive Preference Priorities:* An application may receive 0 or 10 points under Competitive Preference Priority 1 and up to 10 additional points for Competitive Preference

Priority 2, for a maximum of 20 additional points under the competitive preference priorities. ED will not review or award points for a competitive preference priority if an applicant fails to clearly identify it as a competitive preference priority that it wishes ED to consider for purposes of awarding competitive preference priority points. For FY 2026, and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are Competitive Preference Priorities.

<i>Priority Type</i>	<i>Priority Title</i>	<i>Required</i>	<i>Priority Language</i>	<i>Points</i>
<i>Absolute Priority 1 (from the purposes specified in section 602(a)(4)(C)-(E) of the HEA)</i>	<i>Centers Creating Programs of Linkage</i>	<i>Yes</i>	<i>Projects that include centers and programs for addressing areas of national need, that also seek to create one or more of the following:  (1) Programs of linkage or outreach between or among— (i) postsecondary programs or departments in foreign language, area studies, or other international fields; and (ii) State educational agencies or local educational agencies. (2) Partnerships or programs of linkage and outreach with departments or agencies of Federal and State governments, including Federal or State scholarship programs for students in related areas. (3) Programs of linkage or outreach with the news media, business, professional, or trade associations.</i>	<i>Not applicable</i>
<i>Absolute Priority 2</i>	<i>Projects Addressing Areas of National Need</i>	<i>Yes</i>	<i>Projects that provide programs of study or instruction to address the following areas of national need identified by the Secretary:  - Area studies involving Latin America, Europe, Eurasia, Middle East, Africa, and Asia, including foreign language</i>	<i>Not applicable</i>

<i>Priority Type</i>	<i>Priority Title</i>	<i>Required</i>	<i>Priority Language</i>	<i>Points</i>
			<i>studies connected with these areas such as Spanish, Portuguese, Italian, Hungarian, Polish, Russian, Czech, Arabic, Swahili, Hausa, Hindi, Urdu, Mandarin, Korean, Japanese, Farsi, Bahasa, Thai and other associated languages.</i>	
<i>Absolute Priority 3</i>	<i>Comprehensive Center Projects</i>	<i>Yes – Select either AP 3 or 4</i>	<i>Projects or proposals that will be carried out through a Comprehensive Center, as defined in the notice (training at the graduate, professional, and undergraduate levels)</i>	<i>Not applicable</i>
<i>Absolute Priority 4</i>	<i>Undergraduate Center Projects</i>	<i>Yes – Select either AP 3 or 4</i>	<i>Projects or proposals that will be carried out through an undergraduate Center, as defined in this notice (undergraduate level only)</i>	<i>Not applicable</i>
<i>Competitive Preference Priority 1 (from the Secretary’s Supplemental Priorities (90 FR 43514))</i>	<i>Returning Education to the States (from SSPs)</i>	<i>No</i>	<i>Projects or proposals that will be carried out by the following: entities identified, designated, or endorsed by a Governor or chief state education official for purposes of implementing the project or proposal.</i>	<i>0 or 10 points</i>
<i>Competitive Preference Priority 2 (from the Secretary’s Supplemental Priority ((91 FR 18774)</i>	<i>Artificial Intelligence</i>	<i>No</i>	<i>Projects or proposals that expand the appropriate use of artificial intelligence technology in education through integrating AI-driven tools into classrooms to personalize learning, improve student outcomes, and support differentiated instruction. This integration may include, but is not limited to, adaptive learning technologies, virtual teaching assistants, tutoring, and data analytics tools to support student progress.</i>	<i>Up to 10 points</i>

## Application Requirements

Grants will be awarded to Centers that focus on—

1. A single country or on a world area identified in this notice as an area of national need – which are Latin America, Europe, Eurasia, Middle East, Africa, and Asia; instruction in the principal language or languages of that country or area (such as Spanish, Portuguese, Italian, Hungarian, Polish, Russian, Czech, Arabic, Swahili, Hausa, Hindi, Urdu, Mandarin, Korean, Japanese, Farsi, Bahasa, Thai, and other associated languages) and those disciplinary fields necessary to provide a full understanding of the country or area; and
2. Area studies involving those areas of national need including foreign language instruction; and which either
3. Provide training at the graduate, professional, and undergraduate levels, as a **comprehensive** Center; or
4. Undergraduate level only, as an **undergraduate** Center.

Under 20 USC 1122(e), each application shall include — (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 nonprofit sectors.

Note: The Department strongly cautions potential applicants to ensure that their response on how “activities funded by the grant will reflect diverse perspectives and a wide range of views and generate debate on world regions and international affairs” does not include unconstitutional race-based preferences or other treatment that risks violating federal civil rights laws. Please refer to U.S. Department of Justice’s (DOJ) July 29, 2025, non-regulatory “Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination,” for additional information and guidance on the application of federal anti-discrimination laws to programs or initiatives that may involve discriminatory practices.

See “Other Attachment Forms” for information on required application components including the applicant’s policy regarding non-discriminatory hiring practices, applicant’s travel policies, and submission of a group agreement (consortium agreement) if applying as a consortium.

## Program Requirements

### **Open Licensing Requirements**

Unless an exception applies, if you are awarded a grant under this competition, you will be 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. For additional information on the open licensing requirements please refer to 2 CFR 3474.20.

### **Selection Criteria**

For the FY 2026 CAANN competition, readers who serve on the peer review panels are selected based on their expertise in the specialized area studies, international studies, and modern foreign language(s) necessary to review, score, and rank the assigned applications in each distinct category. The Department will select applications for funding based on the ranking of each application in its distinct regional or language focus panel. However, the Department may fund out of rank-order, consistent with 34 CFR 75.217, where an application proposes activities that do not align with the program purpose, administrative priorities, or Executive Orders that will apply to the Federal award.

Selection criteria outline how the application will be scored. The following selection criteria for this program are from 75.210 and apply to applications for a comprehensive Center or an undergraduate Center. The maximum possible score an application can receive for addressing the selection criteria is 125 points. The maximum score for each criterion is included in parenthesis following the title of the specific selection criterion. Each criterion also includes the factors that reviewers will consider in determining the extent to which an applicant meets the criterion.

Points awarded under the competitive preference priorities are in addition to any points an applicant earns for all of the selection criteria in this notice. The maximum score that an application may receive under the competitive preference priorities and the selection criteria is 145. Under 34 CFR 75.105(c)(2)(i), an application may be awarded 0 or 10 points under competitive preference priority 1 and may receive up to 10 additional points under competitive preference priority 2. ED will not review or award points where an applicant

fails to clearly identify the competitive preference priority that it wishes ED to consider for purposes of awarding competitive preference priority points.

Selection criteria are as follows:

(a) **Need** (10 points)

In determining the need for the proposed project, the Secretary considers one or more of the following factors:

- (i) The data presented (including a comparison to local, State, regional, national, or international data) that demonstrates the issue, challenge, or opportunity to be addressed by the proposed project. (5 points)
- (ii) The extent to which the proposed project demonstrates the magnitude of the need for the services to be provided or the activities to be carried out by the proposed project. (5 points)

(b) **Significance.** (20 points)

In determining the significance of the proposed project, the Secretary considers one or more of the following factors:

- (i) The extent to which the proposed project is relevant at the national level. (10 points)
- (ii) The potential contribution of the proposed project to the development and advancement of theory, knowledge, and practices in the field of study, including the extent to which the contributions may be used by other appropriate agencies, organizations, institutions, or entities. (5 points)
- (iii) The importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially contributions toward improving teaching practice and student learning and achievement. (5 points)

(c) **Quality of the project design.** (50 points)

In determining the quality of the design of the proposed project, the Secretary considers one or more of the following factors:

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified, measurable, and ambitious yet achievable within the project period, and aligned with the purposes of the grant program. (12 points)
- (ii) The extent to which performance feedback and formative data are integral to the design of the proposed project and will be used to inform continuous improvement. (10 points)

(iii) The extent to which the design of the proposed project reflects the most recent and relevant knowledge and practices from research and effective practice. (10 points)

(iv) The extent to which the proposed project will integrate or build on ideas, strategies, and efforts from similar external projects to improve relevant outcomes, using existing funding streams from other programs or policies supported by community, State, and Federal resources. (5 points)

(v) The applicant's capacity (such as qualified personnel, financial resources, or management capacity), together with any project partners, to further develop and bring the proposed project effectively to scale on a national level during the grant period, based on the findings of the proposed project. (8 points)

(vi) The quality of the mechanisms the applicant will use to broadly disseminate information and resources on its project to support further development, adaptation, or replication by other entities to implement project components in additional settings or with other populations. (5 points)

(c) **Adequacy of resources.** (10 points)

In determining the adequacy of resources for the proposed project, the Secretary considers one or more of the following factors:

(i) The adequacy of support for the project, including facilities, equipment, supplies, and other resources, from the applicant or the lead applicant organization. (4 points)

(ii) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project. (3 points)

(iii) The potential for the purposes, activities, or benefits of the proposed project to be institutionalized into the ongoing practices and programs of the applicant, agency, or organization and continue after Federal funding ends. (3 points)

(d) **Quality of the management plan.** (15 points)

In determining the quality of the management plan for the proposed project, the Secretary considers one or more of the following factors:

(i) The feasibility of the management plan to achieve project objectives and goals on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks. (10 points)

(ii) The adequacy of plans for ensuring the use of quantitative and qualitative data, including meaningful community member and partner input, to inform continuous improvement in the operation of the proposed project. (5 points)

(e) **Quality of the project evaluation or other evidence-building.** (20 points)

In determining the quality of the evaluation or other evidence-building, the Secretary considers one or more of the following factors:

(i) The extent to which the methods of evaluation or other evidence-building are thorough, feasible, relevant, and appropriate to the goals, objectives, and outcomes of the proposed project. (10 points)

(ii) The extent to which the methods of evaluation or other evidence-building include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quality data that are quantitative and qualitative. (3 points)

(iii) The extent to which the methods of evaluation or other evidence-building will provide performance feedback and provide formative, diagnostic, or interim data that is a periodic assessment of progress toward achieving intended outcomes. (4 points)

(iv) The extent to which the evaluator has the qualifications, including the relevant training, experience, and independence, required to conduct an evaluation of the proposed project, including experience conducting evaluations of similar methodology as proposed and with evaluations for the proposed population and setting. (3 points)

## Performance Measures

For the purposes of evaluating the success of the CAANN program under the Government Performance and Results Act of 1993 and ED reporting under 34 CFR 75.110, ED has established a set of performance measures.

Applications must describe:

The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data.

The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Program Measure	Description
Program Performance Measure 1	The number of project participants who enrolled in intermediate or advanced level language courses in the priority areas as defined by the Secretary of Education during the course of the grant period.
Program Performance Measure 2	The number of project participants who completed intermediate or advanced level language courses in the priority areas as defined by the Secretary of Education during the course of the grant period.
Program Performance Measure 3	The increase in number of certificate, minor, or major degree programs in the priority area and/or foreign languages, area studies, or international fields during the course of the four-year grant period.
Program Performance Measure 4	The number of project participants active in research and training in international fields, and the international and foreign language aspects of professional and other fields of study.
Program Performance Measure 5	The number of project participants active in post-graduate employment, education, or training in areas of national need related to language and area studies knowledge.

**Reporting**

(a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170, should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

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

**Pre-Application Webinar**

ED will hold a pre-application meeting via webinar for prospective applicants. For information about the pre-application webinar, visit our website at

<https://www.ed.gov/grants-and-programs/grants-higher-education/international-and-foreign-language-education>.

## Registration

To apply, you must first be registered in two systems: [SAM.gov](#) and [Grants.gov](#). If you are already registered, make sure your registration is active and up to date.

Grants.gov registration involves several steps, including registration on [SAM.gov](#) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot apply until all registration steps are complete. Once your SAM registration is active, it will take 24-48 hours for the information to become available in Grants.gov. For detailed information on the registration steps, please go to [Grants.gov Applicant Registration](#). Please note that your organization will need to update its SAM registration annually.

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### **SAM.gov**

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier. SAM.gov registration can take several weeks. **Begin that process early.**

To register, go to [SAM.gov](#) and click on "[Get Started](#)."

Click on the [Entity Registration Checklist](#) for the information you will need to register in SAM.gov.

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

### **Grants.gov**

You must also have an active account with Grants.gov.

To register, go to [Grants.gov](#) and click "[Register](#)." When ready, click on "[Get Registered Now](#)" and complete the required fields.

For more information or assistance, click on "[Applicant Registration Page](#)."

ED strongly recommends that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. If Grants.gov rejects your application, you will need to resubmit successfully to Grants.gov before 11:59:59 p.m. Eastern Time on the deadline date.

You must provide the Unique-Entity ID (UEI) on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This UEI is assigned to your organization in SAM at the time your organization registers in SAM. If you do not enter the UEI assigned by SAM on your application, Grants.gov will reject your application.

A Grants.gov applicant must apply online using Workspace, a shared environment in Grants.gov where members of a grant team may simultaneously access and edit different web forms within an application. The Grants.gov website contains [further instructions on how to apply](#).

### **Intergovernmental Review**

This is subject to Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of Executive Order 12372 is to strengthen federalism – or the distribution of responsibility between localities, States, and the Federal government – by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have developed to coordinate and review proposed Federal financial grant applications. Grant applicants need to contact State Single Points of Contact (SPOC) for information on their State’s procedures. Multi-State applicants should follow procedures specific to each state. Further information about the [SPOC List and the official list of entities](#) can be found online.

Absent specific State review programs, applicants may submit comments directly to the point of contact listed in this notice.

### **Verify Submission**

Verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, log in to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 11:59:59 p.m. Eastern Time, on the deadline date, and the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 11:59:59 p.m. Eastern Time on the deadline date, your application is late. If your application has a status of “Received,” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the [Encountering Error Messages](#) webpage at Grants.gov.

For more detailed information on troubleshooting Adobe errors, you can review the [Adobe Reader Software Tip Sheet](#). If you discover your application is late or has been rejected, please see the instructions below. *Note:* You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

### **Helpful Hints When Working with Grants.gov**

Please go to the [Grants.gov Support Center](#) for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov [Applicant FAQs](#) as well as [additional information on Workspace](#).

### **Submission Problems – What should you do?**

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or via email at: [support@grants.gov](mailto:support@grants.gov). You may also access the [Grants.gov Self- Service Knowledge Base web portal](#).

## **Application Review Information**

*Review and Selection Process:* The Secretary determines the order in which applications will be selected for grants. The Secretary may determine a minimum total score required to demonstrate a sufficient degree of excellence to receive a grant under this competition, and in allocating funds between undergraduate and comprehensive Centers. In addition, we remind potential applicants that in reviewing applications in any discretionary grant competition, ED may consider, under [34 CFR 75.217](#), information outside the rank order of applications, including the information in each application; and any other information—

- (a) Relevant to a criterion, priority, or other requirement that applies to the selection of applications for new grants;
- (b) Concerning the applicant’s performance and use of funds under a previous award under any ED program; and
- (c) Concerning the applicant’s failure under any ED program to submit a performance report or its submission of a performance report of unacceptable quality.

Before making awards, ED staff will screen applications submitted in accordance with the requirements in this notice to determine whether applications have met eligibility and other requirements, including whether an application may fail to meet the “Terms and Conditions” applicable to awarded funds referenced elsewhere within this notice. This screening process may occur at various stages of the review and selection process.

Applicants that are determined to be ineligible will not receive a grant, regardless of whether the application was included in the peer review process. Applications not selected for funding will be informed of the Secretary's decision in accordance with [34 CFR 75.218](#).

In addition, in making a competitive grant award, ED requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from ED ([34 CFR 100.4](#), [104.5](#), [106.4](#), [108.8](#), and [110.23](#)).

### **Tiebreakers**

If there are insufficient funds for all applications with the same total scores, the Secretary will choose among the tied applications based on the applicant's record of placing students into postgraduate employment, education, or training in areas of national need and an applicant's stated efforts to increase the number of such students that go into such placements.

If there are still insufficient funds for all applications with the same score, the secretary will select based on the following procedure to determine which application, or applications will receive an award:

*First Tiebreaker:* Under the first tiebreaker, the Secretary will select the application(s) with the highest percentage of students who are Pell grant recipients. If after implementing this tiebreaker, there are still tied applications and insufficient funding to support each application, the Secretary will implement the second tiebreaker.

*Second Tiebreaker:* The second tiebreaker will be the highest average score for the selection criterion "Quality of the Project Design." If a tie remains, the third tiebreaker will be utilized.

*Third Tiebreaker:* The third tiebreaker will be the application(s) that promotes equitable geographic distribution of program grantees.

## **Definitions**

*This competition uses the GEPA waiver to adopt the following definitions from: "areas of national need," "area studies," "comprehensive center," "undergraduate center," "educational program abroad," and "intensive language instruction." The following definitions are from [34 CFR 77.1](#): "continuous improvement," "evaluation," "evidence-building," "local educational agency," "national level," "performance measure," "performance target," "project component," "quality data," "relevant outcome," and "state*

*educational agency.* “Artificial intelligence” or “AI” has the meaning set forth in [15 U.S.C. 9401\(3\)](#). “Institution of higher education” has the meaning as defined in section 631 of the HEA (20 U.S.C. 1132).

*Areas of national need* means the various needs in the government, education, business, and nonprofit sectors for expertise in foreign language, area, and international studies identified by the Secretary as significant for maintaining or improving the security, stability, and economic vitality of the United States. ([34 CFR §655](#))

*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. ([34 CFR §655](#))

*Artificial intelligence (AI)* has the meaning set forth in [15 U.S.C. 9401\(3\)](#).

*Comprehensive Center* means an administrative unit of an eligible institution of higher education that independently or through collaboration with other administrative units—

- (1) Provides intensive modern foreign language training, especially for less commonly taught languages, in the Center’s area of focus;
- (2) Contributes significantly to the national interest in advanced research and scholarship in the Center’s area of focus;
- (3) Employs a critical mass of scholars in diverse disciplines related to the Center’s area of focus;
- (4) Maintains important library collections related to the Center’s area of focus;
- (5) Makes training available in language and area studies in the Center’s area of focus, to graduate, postgraduate, and undergraduate students;
- (6) Addresses national needs for modern foreign language and area studies expertise and knowledge, including through, but not limited to, the placement of students into postgraduate employment, education, or training in areas of need; and
- (7) Disseminates information about the Center’s area of focus to audiences in the United States. ([34 CFR §656](#))

*Undergraduate Center* means a center that independently or through collaboration with other administrative units—

- (1) Teaches modern foreign languages, especially less commonly taught languages, related to the Center’s area of focus;
- (2) Prepares undergraduate students to matriculate into advanced modern foreign language and area studies programs and professional school programs;

- (3) Incorporates substantial content related to the Center’s area of focus into baccalaureate degree programs;
- (5) Employs faculty with strong language, area, and international studies credentials related to the Center's area of focus;
- (7) Makes training related to the Center’s area of focus available predominantly to undergraduate students in support of the objectives of an undergraduate education;
- (8) Addresses national needs for language and area studies expertise and knowledge, including through, but not limited to, the placement of undergraduate students into postgraduate employment, education, or training in areas of need; and
- (9) Disseminates information about the Center’s area of focus to audiences in the United States. ([34 CFR §656](#))

*Continuous improvement* means using plans for collecting and analyzing data about a project component’s implementation and outcomes (including the pace and extent to which project outcomes are being met) to inform necessary changes throughout the project. These plans may include strategies to gather ongoing feedback from participants and stakeholders on the implementation of the project component. ([34 CFR §77.1](#))

*Educational program abroad* means a program of study, internship, or service learning outside the United States that is part of a foreign language or other international curriculum at the undergraduate or graduate education level. ([34 CFR §655](#))

*Evaluation* means an assessment using systematic data collection and analysis of one or more programs, policies, practices, and organizations intended to assess their implementation, outcomes, effectiveness, or efficiency ([34 CFR §77.1](#)).

*Evidence-building* means a systematic plan for identifying and answering questions relevant to programs and policies through performance measurement, exploratory studies, or program evaluation ([34 CFR §77.1](#)).

*Institution of higher education* means, in addition to institutions which meet the definition of [section 101 of the HEA](#), institutions which meet the requirements of [section 101 of the HEA](#) except that (1) they are not located in the United States, and (2) they apply for assistance under this subchapter in consortia with institutions which meet the definition of [section 101 of the HEA](#);

*Intensive language instruction* means instruction of at least five (5) contact hours per week during the academic year or the equivalent of a full academic year of language instruction during the summer. ([34 CFR §655](#))

*Local educational agency*, as defined in [34 CFR §77.1](#), means:

- i. A public board of education or other public authority legally constituted within a State for either administrative control of or direction of, or to perform service functions for, public elementary or secondary schools in:
  - a. A city, county, township, school district, or other political subdivision of a State; or
  - b. Such combination of school districts or counties a State recognizes as an administrative agency for its public elementary or secondary schools; or
- ii. Any other public institution or agency that has administrative control and direction of a public elementary or secondary school.
- iii. As used in [34 CFR parts 400, 408, 525, 526 and 527](#) (vocational education programs), the term also includes any other public institution or agency that has administrative control and direction of a vocational education program.

*National level* means the level of scope or effectiveness of a project component that is able to be effective in a wide variety of communities, including rural and urban areas, as well as groups with different characteristics (such as socioeconomic status, race, ethnicity, gender, disability, language, and migrant status), populations, and settings. ([34 §CFR 77.1](#))

*Performance measure* means any quantitative indicator, statistic, or metric used to gauge program or project performance ([34 CFR §77.1](#)).

*Performance target* means a level of performance that an applicant would seek to meet during the course of a project or as a result of a project. ([34 CFR §77.1](#))

*Project component* means an activity, strategy, intervention, process, product, practice, or policy included in a project. Evidence may pertain to an individual project component or to a combination of project components (e.g., training teachers on instructional practices for English learners and follow-on coaching for these teachers). ([34 CFR 77.1](#))

*Quality data* encompasses utility, objectivity, and integrity of the information. “Utility” refers to how the data will be used, either for its intended use or other uses. “Objectivity” refers to data being accurate, complete, reliable, and unbiased. “Integrity” refers to the protection of data from being manipulated. ([34 CFR §77.1](#))

*Relevant outcome* means the student outcome(s) or other outcome(s) the key project component is designed to improve, consistent with the specific goals of the program. ([34 §CFR 77.1](#))

*State educational agency* means the State board of education or other agency or officer primarily responsible for the supervision of public elementary and secondary schools in a State. In the absence of this officer or agency, it is an officer or agency designated by the Governor or State law ([34 CFR §77.1](#)).

## Award Requirements

### Terms and Conditions

If you are awarded a grant under this competition, you must ensure and may be required to demonstrate that federal funds will not be used under this project in any manner that violates the United States Constitution, Title VI or Title VII of the Civil Rights Act of 1964 ([42 U.S.C. 2000d et seq.](#) or [42 U.S.C. 2000e et seq.](#)), Title IX of the Education Amendments of 1972 ([20 U.S.C. 1681 et seq.](#)), section 504 of the Rehabilitation Act ([29 U.S.C. 794](#)), the Age Discrimination Act of 1975 ([42 U.S.C. 6101 et seq.](#)), Title II of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12131 et seq.](#)), the Boy Scouts of America Equal Access Act of 2001 ([20 U.S.C. 7905](#)), section 117 of the Higher Education Act of 1965, as amended ([20 U.S.C. 1011f](#)), or other applicable federal law. To the extent that a grantee uses grant funds for such unallowable activities, ED may take appropriate enforcement action including the potential recovery of funds or may pursue termination or non-continuation.

Please note the provisions of Executive Orders 14151, 14168, 14173, and 14190 as well as the U.S. Department of Justice’s July 29, 2025, non-regulatory “[Guidance for Recipients of Federal Funding Regarding Unlawful Discrimination](#),” which clarifies the application of federal antidiscrimination laws to programs or initiatives that may involve discriminatory practices, including those labeled as Diversity, Equity, and Inclusion (“DEI”) programs.

Such activities may risk violating federal civil rights laws and may jeopardize federal funding. This includes any discriminatory equity ideology in violation of a Federal anti-discrimination law. A definition of “discriminatory equity ideology” is contained in Section 2(b) of Executive Order 14190. To the extent that any entity receiving grant funds under this grant uses those grant funds for such unallowable activities, ED reserves the right to take appropriate enforcement actions, including the recovery of grant funds or may pursue termination or non-continuation. The Grant Award Notification document accompanying your award may contain further terms and conditions, as necessary, to ensure grantee compliance with applicable laws, regulations, and administrative priorities.

### Applicable Regulations

(a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget

Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended as regulations of ED in 2 CFR part 3474. (d) The statutory authority for the program 20 U.S.C. 1121-1130b. (e) The Supplemental Priorities. (f) Supplemental Priority on AI.

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

Note: The regulations in 34 CFR part 86 apply to institutions of higher education only.

**Areas of National Need:** In accordance with section 601(c) of the HEA (20 U.S.C. 1121(c)), the Secretary consulted with a wide range of Federal agencies and received recommendations regarding national need for expertise in foreign language and world regions.

# Application Checklist

The application will require you to fill out several forms, which are listed and linked in Grants.gov. See below for a description of forms and sections:

## 1. Standard Documents

- Application for Federal Assistance (ED-524)
- ED Supplemental Information for ED-524

## 2. Budget Information

- Budget Information for Non-Construction Programs (ED 524)

## 3. Abstract Form

- Abstract— Attach this document to the Abstract Form in the Grants.gov application.

## 4. Project Narrative

- Application Narrative (Project Narrative Attachment Form)

## 5. Budget Narrative

- Budget Narrative Attachment Form

## 6. Other Attachment Forms

- Absolute Priorities (no more than 3 pages for each priority)
- Competitive Preference Priority 1—Letter of designation or endorsement by the Governor or Chief State education official
- Competitive Preference Priority 2 Narrative (no more than 3 pages)
- Letters of Support
- List of Courses
- Curriculum Vitae and Position Descriptions
- List of Acronyms
- Description of Government Service in Areas of National Need and in Other Employment Sectors

- Applicant's policy regarding non-discriminatory hiring practices
- Applicant's travel policies, if such policies exist, or a statement that such policies do not exist
- If applying as a consortium, group agreement (consortium agreement) that addresses the required elements of 34 CFR 75.128 and describes a rationale for the formation of the consortium.

## 7. Assurances and Certifications

- Disclosure of Lobbying Activities (Standard Form LLL)
- Grants.gov Lobbying Form
- Assurances – Non-Construction Programs (ED 524B)

### Part 1: Standard Documents

- Application for Federal Assistance (ED-524)
- ED Supplemental Information for ED-524

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and UEI). **When applying electronically via Grants.gov, you will need to ensure that the UEI on your application is the same as the UEI your organization used when it registered with the System for Award Management.**

Applicants are advised to complete the Application for Federal Assistance (Form SF-424) first. Grants.gov will automatically insert the correct Assistance Listing Number and program name automatically wherever needed on other forms.

Please do not attach any narratives, supporting files, or application components to the Standard Form (SF-424). Although this form accepts attachments, ED will only review materials/files attached in accordance with the instructions provided within this application.

### Part 2: Budget Information

- Budget Information for Non-Construction Programs (ED 524)
- Instructions for the ED 524 are available here: <https://www.ed.gov/grants-and-programs/apply-grant/grant-application-and-other-forms>.

### **Part 3: Abstract Form**

The project abstract should not exceed one (1) single-spaced page and should include a concise description of the following information:

- Project title, goals, and expected outcomes and contributions related to research, policy, and practice. Please also include an overview of the Center’s unique characteristics, including, but not limited to, its mission, world area or thematic focus, the internal and external constituencies it serves, the degree programs, faculty and staff resources, scope of area studies, international studies, and language courses; library resources; and outreach, as appropriate.
- Response to Absolute Priorities.
- Responses to Competitive Preference Priorities, if applicable.
- Population(s) to be served.
- Primary activities to be performed by the recipient.
- Subrecipient activities that are known or specified at the time of application submission.

Ensure that you only attach the ED approved file types detailed in the [2025 Common Instructions](#).

### **Part 4: Project Narrative**

This section should be attached as a single document to the Project Narrative Attachment Form and should be organized in the following manner and include the following parts in order to expedite the review process.

Ensure that you only attach the ED approved file types detailed in the [2025 Common Instructions](#).

**Table of Contents**

The Table of Contents shows where and how the important sections of your proposal are organized and should not exceed one double-spaced page.

**Application Narrative**

ED encourages applicants to limit this section of the application to the equivalent of no more than 65pages. The recommended page limit does not apply to the Application for Federal Assistance face sheet (SF 424); the supplemental SF 424

form; Budget Information—Non-Construction Programs (ED 524); the detailed line item budget; the assurances and certifications, and the response to section 427 of the General Education Provisions Act; the project abstract, the table of contents, the list of acronyms and the appendices. Include an assurance and brief description of how the application meets the application information required under 20 USC 1122(e), as described on page 8 of this document.

## **Part 5: Budget Narrative**

This section should be attached as a single document to the Budget Narrative Attachment Form. It should be organized in the following manner and include the following parts in order to expedite the review process. Ensure that you attach the ED approved file types detailed in the [2025 Common Instructions](#).

Each application must also provide a Budget Narrative for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent, and the total amounts for each project year should match the total amounts in Section E – Budget Estimates of Federal Funds Needed for Balance of the Project in SF-424A.

This section requires an itemized budget breakdown for each project year and the basis for estimating the costs of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project. Below is a breakdown of the categories to be included in the Budget Narrative for each project year:

- *Personnel*: List all staff positions by title including roles and responsibilities. For each position give the annual salary, the percentage of time devoted to the project, and the amount of each position's salary funded by the grant.
  - Project Director: Personnel costs and other related costs, including the cost of fringe benefits, associated with compensation for the project director are not allowable if such compensation only reflects the administrative tasks ordinarily associated with the role. Personnel costs and other related costs, including the cost of fringe benefits, associated with compensation for the project director are allowable with the Secretary's prior approval if such compensation is directly tied to the implementation of an approved project activity that requires the project director's expertise.

- *Instructors of less commonly taught languages:* Personnel costs and other costs, including the cost of fringe benefits, related to the compensation of individuals directly engaged in the instruction of a less commonly taught language are allowable up to 100 percent of the actual costs associated with approved project activities.
- *Other project personnel:* Personnel costs and other costs, including the costs of fringe benefits, related to the compensation of project personnel who are not described in paragraph (b)(4)(i) or (ii) of this section are allowable up to 50 percent of the costs for a full-time equivalent position.
- *Fringe Benefits:* The institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.
- *Travel:* For grantee staff only, specify the purpose, number of staff traveling, mileage, per diem, estimated number of in-state and out-of-state trips, and other estimated costs for each type of travel.
  - Undergraduate student travel is only allowable if grantees have received prior approval by the Secretary for the associated costs and the travel is made in conjunction with a formal program of supervised study in the Center's area of focus.
  - Costs for international travel are only allowable if a Center has obtained prior approval from the Secretary.
- *Equipment:* Identify each item of equipment you expect to purchase that has an estimated acquisition cost of \$10,000 or more per unit (or if your capitalization level is less than \$10,000, use your capitalization level) and a useful lifetime of more than one year (see [2 CFR Part 200.1](#) for the definition of Equipment). Equipment costs exceeding 10 percent of the grant are not allowable. List the item, quantity, and the unit cost per item.
- *Supplies:* Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property other than "equipment" (see [2 CFR Part 200.1](#) for the definition of Supplies). Items with a unit cost of less than \$10,000 are supplies, not "equipment."

- *Contractual*: The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.
- *Construction*: Construction funds are not authorized.
- *Other*: Indicate all direct costs not covered elsewhere. For example, include such costs as space rental, required fees, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. List items, such as stipends or incentives, not covered elsewhere. Do not include costs that are included in the indirect cost rate.
- *Indirect Costs*: This program uses the waiver authority of section 437(d)(1) of GEPA to limit a grantee's indirect cost reimbursement to 8 percent of a modified total direct cost base. For more information regarding indirect costs, or to obtain a negotiated indirect cost rate, please see [www2.ed.gov/about/offices/list/ocfo/intro.html](http://www2.ed.gov/about/offices/list/ocfo/intro.html).
- *Total Costs*: This number should be total direct costs + indirect costs.

The Budget Narrative provides an opportunity for the applicant to identify the nature and amount of the proposed expenditures. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

In accordance with [34 CFR 75.232](#), ED staff perform a cost analysis of each recommended project to ensure that costs relate to the activities and objectives of the project are reasonable, allowable and allocable. ED may delete or reduce costs from the budget during this review.

*Note*: Applicants are encouraged to review the Cost Principles described in [2 CFR part 200 subpart E](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

## **Part 6: Other Attachment Forms**

Attach one or more documents to the Other Attachments. You may provide all of the required information in a single document, or in multiple documents.

Ensure that you only attach the approved file types detailed in the 2025 Common Instructions.

Suggested order:

- Absolute Priorities Narrative (no more than 3 pages for each priority)
- Competitive Preference Priority 1—Letter of designation or endorsement by the Governor or Chief State education official
- Competitive Preference Priority 2 Narrative (no more than 3 pages)
- Letters of Support
  - Recommended maximum number of support letters: 5
  - Support letters should attest to:
    - The quality and significance of the proposed project.
    - The leadership skills and expertise of the project director.
    - The potential impact of the project on stakeholders, participants, service area, etc.
    - Soundness of investment of federal funds.
    - Additional attributes as appropriate.
- List of Courses
  - The list of courses represents the breadth and depth of the area studies courses, international studies courses, and language courses available for the Center/Institute/Program. The list of courses should align with/substantiate the information that was presented in the narrative to demonstrate the quality of the Center’s non-language instructional program and language instructional program.
  - The list of Courses in FY 2026 applications should provide the following:

<b>Timeframe</b>	<b>Course Information</b>
2026-2027	Courses and enrollments
2027-2028	Courses being offered
2028-2029	Courses to be offered

If Title VI funds will be used to support (in full or in part) any courses, please mark those courses with an asterisk.

- Recommendations for the list of courses:
  - Include an index to show how the list of courses is organized.

- Indicate the area studies of international studies content.
- Provide descriptions for area studies courses, or international studies courses when the titles do not explicitly convey areas studies or international studies content.
- Include the course credits, if applicable. If institutional policies dictate that certain but relevant courses may not be credit-bearing, explain why.
- Indicate courses that are cross listed and the departments or programs in which they are cross listed.

Curriculum Vitae and Position Descriptions

- Provide curriculum vitae (CV) which includes the following information for faculty who will be contributing time and expertise to the proposed project:
  - Department and tenure status
  - Education
  - Academic experience
  - Overseas experience
  - Language(s) and level of proficiency
  - Language for pedagogy training
  - Instructional content area expertise related as a percentage
  - Number of area studies, international studies, language courses taught
  - Research and training specialization
  - Number of recent publications
  - Number of dissertations and/or theses supervised in the past 5 years
  - Recent recognitions/awards/honors
- Recommendations for CVs:
  - Include an index to show how the CVs are organized.
  - Present two CVs per page; the Project Director and the Associate. Director may each be one full page.
  - Double side all CV pages.

List of Acronyms

- Include a list of acronyms to identify the administrative units, organizations, entities, etc., referenced throughout the application narrative.

Description of Government Service in Areas of National Need and in Other Employment Sectors

- Applicant’s policy regarding non-discriminatory hiring practices
- Applicant’s travel policies, if such policies exist, or a statement that such policies do not exist
- If applying as a consortium, group agreement (consortium agreement) that addresses the required elements of 34 CFR 75.128 and describes a rationale for the formation of the consortium.

## **Part 7: Assurances and Certifications**

Be certain to complete all required assurances and certifications and include all required information in the appropriate place on each form. The assurances and certifications required for this application are:

- Disclosure of Lobbying Activities**
- Grants.Gov Lobbying Form – “Certification Regarding Lobbying”**

*Note:* While it is required to submit the lobbying form that best meets an applicants’ situation, the two forms are classified as “optional” in Grants.gov to avoid submission errors when only one of the lobbying forms is submitted.

## **Attaching Files – Additional Tips**

Please note the following tips related to attaching files to your application:

- When you submit your application electronically, you must upload any narrative sections and all other attachments to your application as files in Portable Document Format (PDF). ED recommends applicants submit all documents as read-only flattened PDFs, meaning any fillable PDF files must be saved and submitted as non-fillable PDF files and not as interactive or fillable PDF files, to better ensure applications are processed in a more timely, accurate, and efficient manner.
- Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
- When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded file names must be fewer than 50 characters, and, in general, applicants should not use any special characters. However, Grants.gov does allow for the following UTF-8 characters

when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to review.

- Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package with all attachments is less than 5 MB. Therefore, you may want to check the total size of your package before submission.

### **Helpful Hints When Working with Grants.gov**

Please go to <https://www.grants.gov/support> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Applicant FAQs found at this Grants.gov link: <https://www.grants.gov/applicants/applicant-faqs> as well as additional information on Workspace at <https://www.grants.gov/applicants/workspace-overview>.

### **Slow Internet Connections**

When using a slow internet connection, such as a dial-up connection, to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g., cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. Failure to fully upload an application by the deadline date and time will result in your application being marked late in the G5 system. If you do not have access to a high-speed internet connection, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than 14 calendar days before the application deadline date.