



THE LANGUAGE FLAGSHIP

Creating Global Professionals

Request for Proposal

Comprehensive Survey of U.S. Foreign Language Enrollments: K-12 and Higher Education

Application Guidelines

DEADLINE FOR RECEIPT OF PROPOSAL:

Thursday, March 20, 2014

SECTION 1: REQUEST FOR PROPOSAL OVERVIEW

The Institute of International Education (IIE), acting as the administrative agent of the National Security Education Program (NSEP) for The Language Flagship, seeks proposals from U.S. Institutions of Higher Education (IHEs) to develop and conduct a comprehensive survey of K-12 and Higher Education foreign language offerings and foreign language enrollments in the United States. This solicitation is open to U.S. institutions of higher education (IHEs). IIE encourages applicants to partner with NGO's and associations involved in foreign language education.

THE LANGUAGE FLAGSHIP OVERVIEW

The Language Flagship is a partnership between the Department of Defense and Institutions of Higher Education with the mission of creating new models of language learning that produce college graduates with professional-level (Interagency Language Roundtable Level 3 (ILR 3) / American Council on the Teaching of Foreign Languages Superior level (ACTFL Superior)) proficiency in Arabic, Chinese, Hindi and Urdu, Korean, Persian, Portuguese, Russian, Swahili and Turkish. Flagship Programs set high expectations for participating students of all majors and provide the opportunity for these students to reach professional levels of proficiency in the target languages. All Flagship programs include rigorous language training and cultural immersion at overseas Flagship Centers.

The Flagship community is currently composed of 26 Flagship Programs at institutions of higher education and 10 Overseas Centers. The objectives of The Language Flagship are to:

- Establish programs for undergraduate students of all majors and disciplines that teach critical languages to the professional level (ILR 3, ACTFL Superior) and beyond during their course of study;
- Re-engineer existing language programs at all levels to provide students with opportunities and additional support for advanced language learning leading to professional-level proficiency;
- Promote and improve on teaching excellence in the target language;
- Stimulate institutional support and long-term commitment to reforming language learning;
- Articulate domestic programs of instruction with high-quality overseas study centers;
- Improve national capacity in critical languages

Foreign language enrollment data is needed for expansion of Flagship program recruitment and practices and for the expansion and dissemination of Flagship K-12 language initiatives. Comprehensive foreign language enrollment data is also needed to support planning and recruitment for National Security Education Program pipeline programs such as ROTC Project GO and other initiatives. Comprehensive survey data also supports the NSEP Board in its legislated mission to advance and advocate for improvement in U.S. foreign language education. The survey data is intended to be made publicly available to serve the interests of the field and the nation in improving foreign language education.

Through this solicitation, The Language Flagship is seeking applications to conduct a comprehensive survey of U.S. foreign language enrollments for both K-12 and higher education institutions. Flagship expects that the survey will capture information from both public and private schools and institutions as comprehensively as possible.

SECTION 2: PROPOSAL GUIDELINES

The project narrative should outline the general plan of work, including the design of the enrollment survey and plans to conduct the survey. Applicants are encouraged to provide a clear description of survey methods and procedures. Applicants must address roles and responsibilities, implementation plans, and plans for analysis of results. Project activities may be based on previously established methods and approaches or new ones, but proposals must clearly explain and justify methodology and implementation. Proposals must also present a review of previous efforts for gathering enrollment data and discuss how the proposed approach builds upon previous efforts.

The proposal must contain a discussion of the broader impacts of the survey and how they compare to prior enrollment research. The proposal narrative must also include clear plans for data management and sharing of research products nationally, including documentation, data and data-sets, and other related products.

The proposal must also contain recommendations for institutionalizing foreign language enrollment survey practices given the importance of collecting and maintaining clear enrollment data. The recommendations should address how an enrollment survey process can be institutionalized in the future on a sustainable and cooperative basis among stakeholders

PROJECT COLLABORATION

It is anticipated that no single institution or group has the resources or expertise to develop a comprehensive enrollment survey practice that encompasses both K-12 and higher education institutions. Therefore, applicants are encouraged to work collaboratively with expert partners from across the field.

A collaborative proposal is one in which representatives from two or more organizations (with an IHE as the lead) choose to collaborate on a unified project. Collaborative proposals must be submitted as a single proposal in which one award is being requested by a lead institution that will administer a subaward(s) to its partner(s). Collaborative proposals must clearly describe the role played by each partner organization, specify the managerial arrangements, and explain the advantages of the multi-organizational effort.

SCOPE OF PROJECT

Foreign language enrollment surveys have been conducted intermittently in the U.S. since 1958 for the higher education community, and since 1968 for the K-12 community. It is important that proposals reference and build on these prior surveys, and provide data that can be analyzed and compared with the results of those efforts. Proposals should describe how the new survey will build on prior data and improve methodology to expand data collection and analysis.

Proposals should address the scope of research, anticipated number of schools and institutions to be contacted, and how the applicant will use existing data collections to maximize the number of institutions responding to the data collection protocol.

There is no prohibition on using external organizations or professional companies to facilitate or conduct the data collection. However, a clear justification for selecting this option must be provided in the proposal and in the budget narrative. Any arrangement with a third-party

organization must provide the assurance that the work is fee for service and that all rights to data materials created or data collected are retained by the successful applicant, IIE and NSEP.

SURVEY DESIGN

Applicants should clearly describe their proposed methodology for a comprehensive survey of enrollments in all elementary, secondary and higher education language offerings and language programs.

It is expected that any survey instrument for this project should:

- Include general information about the school or institution including name, type of school/institution (e.g., higher education, public/private, four-year institution; primary school, K-6; high school, 9-12; etc.),
- Be flexible enough to capture any foreign language of instruction
- Collect information on language offerings to include languages taught, enrollments by language, levels of instruction and basic information on curricula
- Collect information on the type of programs offered, including immersion programs at the K-12 level
- Collect information on the use of proficiency assessment tools used, including, but not limited to, standardized performance or proficiency portfolios or assessments rated on recognized rubrics.
- If possible, collect information on foreign language curricula and methodologies, teacher qualifications and training, and other relevant data.

Applicants may choose to include additional questions at their discretion.

The K-12 and higher education program protocols should use similar methodologies in their design. However, there is no requirement that the data collection protocol or instruments be the same. Specific information regarding the responsible parties for protocol instrument development must be provided.

The protocol should also be designed to show current patterns and shifts over time in foreign language enrollments and in the number of schools offering foreign languages.

The successful applicant will be required to present survey protocol instruments for review and discussion with IIE/NSEP before initiating the enrollment survey. Applicants should include a meeting to be held in Washington, DC for this purpose in both the timeline and budget of the proposal.

DATA COLLECTION

Applicants must provide a clear description of the proposed data collection protocol. Applicants may propose collection via mail, phone, web, or other technology and provide a justification for the best choice. Applicants must address estimated response rates and methods to elicit maximum response for most complete data.

SURVEY ANALYSIS

The primary purpose of the data analysis is to help inform, improve and increase academic language teaching in the United States. The results of this enrollment survey should present national, regional, state-by-state and individual school data. In the proposal narrative, the applicant must provide a statement on the broader impacts of the proposed research and the information that will become available as a result. This statement will include a description of the analysis team and methods to be employed.

The successful applicant will produce a final analysis that addresses the following:

- Languages taught
- Enrollments by language
- Existing language programs
- Availability of immersion programs
- Prevalence of courses and programs incorporating proficiency assessment tools

PROJECT OUTCOMES

The final enrollment survey report must include: 1) a comprehensive data analysis that includes all individual data points used to create the analysis and 2) a publishable report that includes a summative analysis of key relevant data. Applicants should present a plan to host key report data on a publicly available website. Finally, the successful applicant will provide a recommendations report that addresses the institutionalization of a sustainable enrollment survey practice for the foreign language field.

PROJECT TIMELINES

IIE intends to award a grant with the effective date of June 1, 2014. The proposal will address important outcomes and timetables for the period encompassing June 1, 2014 through May 31, 2015.

FUNDING

Institutional funding will be administered by IIE. Anticipated funding of up to \$400,000 is available for one award.

SECTION 3: MERIT REVIEW PROCESS AND EVALUATION CRITERIA

The proposal will be evaluated by IIE and may also be reviewed by outside evaluators from academia, the government or by individuals knowledgeable in the field, as appropriate. IIE will then make funding recommendations to NSEP. Recommendations may include levels of funding less than those proposed.

A final award will be made based on the recommendations of IIE and final decisions by NSEP. IIE may discuss a grant application with an applicant if deemed necessary; IIE also reserves the right to award grants without discussion with any applicants. IIE may reject any or all applications, or cancel the competition, if applications do not sufficiently demonstrate their ability to meet the stated initiatives goals.

The proposal and budget will be evaluated based on the following criteria:

1. Effective Plan of Operation (50 Points)
 - a. Comprehensive description in project design and adequacy of resources to undertake the project
 - b. Complete narrative describing survey development
 - c. Methodological overview of survey data collection and data collection protocol
 - d. Detailed proposal for data analysis
 - e. Clear plan for administration and management and individual responsibilities
2. Strength of Key Personnel and Project Team (20 Points)
 - a. The qualifications of the project director and other key personnel
 - b. If applicable, a clear description of team collaboration
 - c. Time commitment of team members to the project
3. Description of Project Results (10 Points)
 - a. Detailed description of the final report format
 - b. Clear plan for post-analysis data handling
4. Institutionalization Report (10 Points)
 - a. Clear demonstration and understanding of the requirement to address long-term institutionalization of a sustainable enrollment survey practice
5. Budget and Cost Effectiveness (10 Points)
 - a. Request must be adequate and reasonable to successfully meet grant objectives
 - b. Budget narrative must be clear and comprehensive

All costs must be allowable, allocable, and reasonable. IIE/NSEP will consider whether the budget has the ability to support the proposed project in an efficient and effective way while demonstrating a reasonable and appropriate allocation of funding.

MINIMUM STANDARDS

The applicant must meet the minimum standards for receiving federal funds, as defined in 32 CFR 22.415, which state:

To be qualified, a potential recipient must:

- a. Have the management capability and adequate financial and technical resources, given those that would be made available through the grant or cooperative agreement, to execute the program of activities envisioned under the grant or cooperative agreement.
- b. Have a satisfactory record of executing such programs or activities (if a prior recipient of an award).
- c. Have a satisfactory record of integrity and business ethics.
- d. Be otherwise qualified and eligible to receive a grant or cooperative agreement under applicable laws and regulations (see § 22.420(c)).

The applicant must agree to abide by all federal rules and regulations regarding performance and financial management, including, but not limited to:

- a) The International Air Transportation Fair Competitive Practices Act (Fly America Act) of 1974 (49 U.S.C. 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B138942
- b) DoDGARs Part 32, "Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and the OMB Circulars below apply specifically to educational institutions"
- c) OMB A-21, "Cost Principles for Educational Institutions" or OMB A-122, "Cost Principles for Non-Profit Organizations", as applicable
- d) OMB A-110, "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"
- e) OMB A-133, "Audits of States, Local Governments, and Non-Profit Organizations"

The Institute of International Education and The Language Flagship are committed to the principle of diversity. No applicant will be discriminated against on the basis of race, religion, gender, sexual preference, or national origin.

SECTION 4: APPLICATION PROCEDURES

PROPOSAL CONTENT

Information outlined in the previous sections provides guidance regarding required components of the proposal that is submitted to IIE. Proposals that fail to include the required sections may not be accepted or reviewed.

A successful proposal must include the following:

1. Title page
2. Abstract of no more than 250 words
3. Proposal narrative of no more than twenty-five (25) pages that responds to the guidance provided above and in the selection criteria.
4. A list of key individuals directly involved in the development and management of the proposed project, including key partners as appropriate. Include complete contact information: mail and email addresses, and telephone and fax numbers.
5. An appendix including short curriculum vitae of no more than three pages for each lead individual involved in the proposed project, with mini-bios for other key individuals.
6. Appendix including a timeline for project activities.
7. Appendix including any tables or graphics necessary to present survey methodology, protocols or other clarifying information more effectively.

BUDGET CONTENT

A complete budget should include:

1. A budget summary
2. An itemized budget and
3. A budget narrative
4. If applicable, an itemized budget and budget narrative for each subaward included in the proposal.

Use the preliminary budget summary forms to present a complete budget overview, following the project timelines included at the end of Section 1. Please follow all directions on the budget sheets. Provide a separate, detailed, line-item budget for each year of the project (using the budget template provided; please email flagship@iie.org to request an Excel version of the template) and a separate narrative budget justification.

The following budget guidelines must be adhered to when developing the program budgets for the proposal. When developing the budget, best efforts should be made to include competitive costs and discounts, in order to best leverage federal dollars. While all costs that comply with relevant OMB Circulars will be considered, IIE and NSEP reserve the right to reduce, revise, or

otherwise adjust proposal budgets in accordance with project needs and goals, and the availability of funds.

Please ensure that each line item is thoroughly justified in the budget narratives. The budget narrative should include a breakdown of the expenses, if not specified in the detailed budgets, and a description of how the expenses benefit the project.

The budget and budget narrative must:

- a. Include a separate note for each line item in the budget. Budget notes must follow the order of the line items in the budget. (The only cost category not requiring individual line notes is fringe. In the case of fringe benefits, a summary description can be used. Additionally, a link to the university's fringe benefits rates and policies should be provided. If this information is not available online, provide a copy of the relevant documents with the budget narrative.)
- b. Include a clear description of responsibilities for any budget requests for salary support or contracted time. Descriptions should be concise.
- c. For each staff position, state whether the staff member will be paid a flat rate or will be paid for actual hours worked.
- d. If faculty are included in the budget, for non-classroom activities, the budget narrative must describe how this work will be covered (e.g., course buyouts, summer salary, etc.).
- e. Justify, in a detailed manner, any administrative positions included in the budget. Positions not justified in a detailed manner may not be supported.
- f. For all travel, include the destination city and state/country, the number of travelers and the estimated number of days for the trip. Also include a breakdown of the amount budgeted for each trip. (Ex. Trip to Meeting = \$500 flight, \$100 hotel x 4 night, \$50 per diem x4 days, \$100 local transportation, \$50 incidentals = \$1250) Ensure that all budgeted amounts correspond with your institution's travel policies.
- g. Explain the basis for estimating the costs of professional personnel salaries and wages, including annual salary or hourly wage rate and percentage of staff time; employee benefits per person, including rates and percentage of staff time; employee travel per person/per trip; consultants and subcontracts, including non-employee travel; materials and supplies; other costs, including printing, telephone expenses and equipment rental; and indirect costs.
- h. Explain how the major cost items relate to the proposed activities.
- i. Provide a link to the university's Negotiated Indirect Cost Rate Agreement (NICRA). If this information is not available online, provide a copy of the relevant documents with the budget narrative.

APPLICATION QUESTIONS

Applicants may address questions to flagship@iie.org. Questions will be answered by e-mail *and* may be included in the FAQ document referenced below. As necessary, telephone calls may be scheduled to answer more complex questions.

Should there be a need, FAQs related to this solicitation will be posted to <http://www.thelanguageflagship.org/content/funding> on or around Monday, March 10, 2014.

Additional information about The Language Flagship can be found at www.thelanguageflagship.org.

APPLICATION FORMAT

NOTICE: Failure to abide by the following requirements or failure to submit a complete proposal will result in disqualification.

1. Margins: 1” on all sides
2. Type face: 12 pt, Times New Roman
3. Spacing: double-spaced throughout
4. Printing: double-sided for narrative sections
5. Binding: binder clip
6. Copies: one (1) signed original and six (6) copies
7. Pages numbered consecutively, starting with title pages, and in the order specified in “Proposal Content”

TRANSMISSION INSTRUCTIONS

Please send one (1) original plus six (6) copies of your proposal by U.S. Postal Service or by delivery service (e.g., FedEx) to:

The Language Flagship
National Security Education Program
Institute of International Education
1400 K Street, NW, Suite 700
Washington, DC 20005
[Telephone for delivery services: 202-898-0600]

The DEADLINE FOR RECEIPT is 4:30 p.m. (EST), **Thursday, March 20, 2014**. The burden of timely delivery is the applicant’s. Proposals received after the deadline will be disqualified. Proposals must be mailed or delivered (e.g., FedEx). Faxed and emailed proposals will not be accepted.

**BUDGET SUMMARY
COMPREHENSIVE SURVEY OF U.S. FOREIGN LANGUAGE ENROLLMENTS**

Name of Applicant Institution

Please list all funds requested.

Remember to include separate budget spreadsheets and accompanying budget justifications detailing your funding request.

COMPREHENSIVE SURVEY OF U.S. FOREIGN LANGUAGE FUNDS

| Budget Categories | Year 1 | |
|-----------------------------------|--------|--|
| 1. Personnel | | |
| 2. Fringe Benefits | | |
| 3. Travel | | |
| 4. Supplies | | |
| 5. Contractual | | |
| 6. Other | | |
| 7. Total Direct Costs (lines 1-6) | | |
| 8. Indirect Costs @ ____% | | |
| 9. Total Budget Request | | |

DETAILED BUDGET TEMPLATE

| INSTITUTION NAME | | | | |
|------------------------------------|-----------------|---------------|----------|------------|
| PROJECT TITLE | | | | |
| IIE FUNDING - DETAILED BUDGET | | | | |
| | | Project Dates | | |
| PERSONNEL | Role on Project | Inst. Salary | % Effort | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| FRINGE BENEFITS | | Salary | Fringe | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| TRAVEL | Description | Frequency | Cost | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| EQUIPMENT | Description | Frequency | Cost | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| MATERIALS AND SUPPLIES | Description | Frequency | Cost | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| CONTRACTUAL | Description | Frequency | Cost | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| OTHER EXPENSES | Description | Frequency | Cost | Total |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | | \$0 |
| | | | Subtotal | \$0 |
| Total | | | | |
| SUBTOTAL DIRECT COSTS | | | | \$0 |
| MODIFIED TOTAL DIRECT COSTS | | | | \$0 |
| TOTAL INDIRECT COSTS | | | | \$0 |
| TOTAL COSTS FOR IIE | | | | \$0 |