



PERFORMANCE MEASURE FORMS



Performance Measure Form (PMF)

- NRC only
- Presents the data elements necessary to demonstrate project's performance
- Used to assess progress towards and achievement of project goals
- Five required data elements:



Performance Measure Form (PMF)

1. Project Goal (Minimum 3, Maximum 5)
2. Performance Measure (Min. 1, Max. 3)
3. Activities (Min. 1, Max. 3)
4. Data Indicators (Min. 1, Max. 3)
5. Baselines and Targets



Performance Measure Form (PMF)

1. Project Goal (Minimum 3, Maximum 5)

- The broad, overall statement of what the project is aiming to achieve/accomplish
- Does not have to cover every project goal, but three to five selected goals must align with overall scope of NRC project
 - Tip: Limit the project goal statement to one sentence



Performance Measure Form (PMF)

2. Performance Measure (Min. 1, Max. 3)

- The metric to assess if project is meeting its overall project goal
- Should be specific and time bound with well-defined units of measurement
- May address direct products and services delivered, and/or the results of those products and services
- Conveys not only “what” will be achieved, but also “by how much”



Performance Measure Form (PMF)

3. Activities (Min. 1, Max. 3)

- Activities are actions that will be implemented in order to meet the performance measure and the project goal



Performance Measure Form (PMF)

4. Data Indicators (Minimum 1, Maximum 3)

- Specific, observable, and measurable characteristics that can be used to determine whether carrying out the activity results in progress being made toward meeting the performance measure
- Should reflect both activity and performance measure— take into consideration types and sources of data that will be available to best demonstrate such
- Include the frequency (period of measurement) for the data indicator (ex: semesterly, quarterly, annually, etc.)



Performance Measure Form (PMF)

5. *Baselines and Targets*

- Baseline: Initial value collected for data indicator at or prior to start of the project—serves as a point of reference
- Target: planned value for the data indicator(s) over the course of the project period
 - May be expressed as discrete for each reporting period, or cumulative over the course of the performance period



Example NRC Performance Measure Form (PMF)

1. Project Goal Statement: Improve access of non-traditional students to international education and global competencies.

2. Performance Measures	3. Activities	4. Data/ Indicators	5. Frequency	6. Data Source	BL	T1	T2	T3	T4
1. Establish North Carolina Global Distinction, NCGD, program at four (cumulative) community colleges by the end of the grant period.	1a. Contact/recruit at least 20 community colleges to participate in NCGD program.	1ai. Number of community colleges contacted.	Annual	Institutional records	0	10	15	20	0
		1aii. Number of community colleges w/written or verbal interest in NCGD program.	Annual	Institutional records	0	3	7	15	20
	1b. Develop four strategic plans w/ partner community college(s) that articulate timelines, roles, and responsibilities NCDG implementation.	1bi. Number of draft strategic plans developed w/ community college(s).	Annual	Institutional records	0	3	1	0	0
		1biii. Number of community colleges adopting the NCGD program.	Annual	Institutional records	0	0	0	2	4
2. Provide access for at least 10 (cumulative) non-traditional students to intensive international education training for global careers by the end of the grant period.	2a. Obtain information on the number of students completing NCDG program through formal collaborations w/ schools of enrollment.	2ai. Number of community college students whose transcripts indicate successful completion of the NCGD program.	Annual	Community college registrar records.	0	4	6	8	10



APPLICATION BUDGET



ED 524 Budget Categories

ED 524 Form includes the following (not all line items are applicable to the NRC/FLAS Programs):

1. **PERSONNEL**
2. **FRINGE BENEFITS**
3. **TRAVEL**
4. **EQUIPMENT**
5. **SUPPLIES**
6. **CONTRACTUAL N/A**
7. **CONSTRUCTION N/A**
8. **OTHER**
9. **TOTAL DIRECT COSTS**
10. **INDIRECT COSTS (8%)**
11. **TRAINING STIPENDS (FLAS funds requested)**
12. **TOTAL DIRECT COSTS**



Budget Presentation Tips

1. Use the ED 524 form budget categories. Do not use budget categories and codes that are unique to the institution.
2. Ensure that budget requests are consistent with/support the activities presented in the program planning, and budget narrative.
3. Do not request support for the Project Director.
4. Budget may include support for all other key personnel and staff who are necessary to ensure that the project is conducted efficiently and effectively.



Budget Presentation Tips

5. Language instructor support may be up to 100%.
6. Present all budget years, i.e., Year 1 (2018 -2019); Year 2 (2019- 2020), Year 3 (2020- 2021), and Year 4 (2021- 2022) on a page. This allows the peer reviewer and the program officer to view the requested funding across the entire project period.
7. Reference the page in the narrative that supports the budget item.



Budget Presentation Tips

8. Review the budget to ensure that all costs are reasonable and appropriate for the scope of work to be undertaken.
9. Include sufficient detail to support the line items requested.
10. If a consortium applicant, clearly label each institution's/Center's budget.



Budget Presentation Tips

11. Present the FLAS budget to show the number and type of academic year fellowships and the number of summer fellowships being requested. For each fellowship type, indicate the number of institutional payments and subsistence allowances (stipends).

Example:

(5) Academic Year Graduate Fellowships:

\$18,000 x 5 = \$90,000 (institutional payments)

\$15,000 x 5 = \$75,000 (subsistence allowances)

Total AY Graduate Fellowships: \$165,000



Selected Definitions from Part 200

Uniform Administrative Requirements

- **Direct costs.** Typical costs charged directly to a Federal award are the compensation of employees who work on the award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award.
- **Reasonableness.** Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the non-Federal entity; if there isn't a comparable employee position/work at the non-Federal entity, reasonableness is determined by what would be paid for similar work in the labor market.



Selected Definitions from Part 200

Uniform Administrative Requirements

- **Compensation-personal services.** General. Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including, but not necessarily limited to wages and salaries.
- **Publication and printing costs.** Publication costs for electronic and print media , including distribution, promotion, and general handling are allowable.



Selected Definitions from Part 200

Uniform Administrative Requirements

- **Equipment.** An item or device that has a unit acquisition cost greater than \$5000.
- **Travel costs.** General. The expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business.
- **Publication and printing costs.** Publication costs for electronic and print media , including distribution, promotion, and general handling are allowable.



Appendices

- Curriculum Vitae
- Course List
 - 2016-2017: Courses and enrollments
 - 2017-2018: Courses offered
 - 2018- 2019: Courses to be offered
- Performance Measure Form
- Letters of Support



Forms and Certifications

NRC and FLAS Forms

- World Area Designation Form
- List of FLAS-Eligibility Languages



FY 2018 Applications

- Will be submitted electronically.
- Will be peer reviewed remotely.
- Will use technical review forms to evaluate a specific type of Center.



APPLICATION TIPS



Application Tips

- Read the Notice Inviting Applications and the application guidelines.
- Address all Selection Criteria and, to the extent possible, follow the sequence listed in the application guidelines to facilitate ease of reading.
- The Application Narrative is a story presented according to the selection criteria. Use these qualitative factors to tell a clear, concise, and compelling story about the institution, the Center, and the proposed project.
- Develop a budget that aligns well with the proposed project.
- Proofread your proposal multiple times before you submit it.
- Include a list of acronyms.
- Include an index for the curriculum vitae and for the course list to show how the information is organized.
- Use tables and graphs effectively.



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Q & A