STARTALK 2012

Information on Proposals and Programs

STARTALK Languages:      Arabic, Chinese, Dari, Hindi, Persian, Portuguese, Russian, Swahili, Turkish, and Urdu

STARTALK Program Requirements:

1. STARTALK programs are primarily summer programs, but follow-on instruction or activities to retain or advance participants’ learning is strongly encouraged. However, STARTALK funded activities must be completed by February 28, 2013.

2. All instruction must be held in the U.S., including territorial and tribal schools. Study abroad is not eligible for funding as part of this program. A complete description of the 2012 Program Eligibility Requirements is available at http://startalk.umd.edu/2012/ProgramEligibility.pdf

3. Awards for independent and collaborative programs are expected to be in the range of $50,000 to $100,000 based on the number of participants and the type of program offered; for combination teacher and student programs, the amounts range up to $125,000. No single independent or single collaborative proposal with budgets over $100,000 will be accepted; no combination proposals with budgets over $125,000 will be accepted.

4. The Spring Conference will be held on May 4 and 5, 2012 in Atlanta, GA, and the October Fall Conference will also be held Atlanta, GA. Your budget should include the costs for at least two persons from your program to attend these meetings.

5. If funded, programs will be expected to adhere to STARTALK “best practice” principles in implementing the program. Specifically, programs will be required to:
   a. have all instructors and curriculum planners complete the Online Curriculum Design Guidelines tutorial: http://startalk.umd.edu/curriculum-guide/
   b. submit for approval curriculum plans for each level of language instruction in student programs and for teacher training programs
   c. attend the May 2012 Spring Conference (if funding is in place) and the October 2012 Fall Conference.

6. Research is an important part of the STARTALK Program. If funded, programs will be required to:
   a. participate in STARTALK Central pre- and post-program online surveys for student and teacher participants;
   b. participate in LinguaFolio Online for student programs, middle school and higher;
   c. respond promptly to all requests for reports, data, and program information.

STARTALK Proposal Process:

1. Proposal website: http://startalk.umd.edu/proposals

2. We strongly encourage all applicants to review the Frequently Asked Questions (startalk.umd.edu/proposals/faq) before beginning the proposal writing process.

3. A proposal has one of three structures: independent, combination, or collaborative. See http://startalk.umd.edu/proposals/faq#proposal-types for an explanation of these types.

4. A proposal has 4 types of forms:
   a. Program Form
      i. Program overview, including the program title, start and end dates, number of sites, and other features of your program
      ii. The languages you will be offering, plus the levels, instructional time, and target enrollment for each of those languages
      iii. Contact information for your Principal Investigator, STARTALK Program Director, Point of Contact, and Instructional Lead
iv. Biographical information for any additional personnel

b. Narrative Form
   i. A series of free-response questions covering topics relating to your program’s design, implementation, budgeting, and evaluation

c. Budget Form
   i. Contracting information required to issue your award
   ii. Contact information for your organization’s Sponsored Research Office
   iii. A detailed budget worksheet, pre-populated with some common line items

d. Insurance Form
   i. A place to upload the certificate(s) of liability for your site(s)

For more information about the proposal forms, see http://startalk.umd.edu/proposals/faq#proposal-structure

5. All program titles should include the name STARTALK. For example, STARTALK: Learning Urdu in the Summer or STARTALK Chinese at Washington High School.

6. You must provide a DUNS number in order to submit a proposal. If you do not have a DUNS number, apply for one now at: http://www.grants.gov/applicants/request_duns_number.jsp.

7. You will be required to have a valid CCR number before you receive an award. You can apply for one at: http://www.ccr.gov

8. In order to submit a proposal, you must have proof of liability insurance. Please be prepared to provide a PDF of your organization’s certificate of liability insurance.

9. Due to the increased number of financial issues that have come to light during the 2011 STARTALK Summer Programs, there will be increased scrutiny on 2012 budget proposals to ensure budget line items are reasonable, appropriate, and in accordance with the submitted program proposal description. In particular we will review submitted budgets to ensure that the cost of accountant/CPA services are not a separate budget line item. The cost for these services should be included as a portion of the indirect cost subtotal and NOT a direct cost to the STARTALK Grant.

10. After submitting your proposal, you will be required to upload a signed budget and copy of your federally negotiated indirect cost rate agreement (if applicable).

11. The deadline for submitting a proposal is 11:59pm on October 31, 2011.