As you begin to prepare your 2013 STARTALK proposal and budget please take time to read through the instructions because there are several changes this year. Most importantly, be aware that government grants will be subject to more rigorous scrutiny and may be subject to audit. You should assume that your grant will be audited as early as next year.

Therefore, STARTALK will require more documentation and explanation on the budget form. All proposed expenses must be documented and those documents held by you for audit purposes. In some cases, you will be asked to submit that documentation to the STARTALK online system. Please be sure to obtain written quotes for all anticipated purchases such as supplies and materials, and all services, such as meal catering, lodging, and facility rental. For employee and consultant projections, you must submit the calculation used to arrive at a budget figure.

As you submit your proposal, you or your sponsored research office will be required to attest to certain conditions: for example, your entity has accounting practices and services in place, is not supported by a foreign government, and understands that electronics or similar devices purchased with grant funds, remain the property of the program.

Please take time to read the instructions for preparing your budget.

*New Items

**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, 2014.

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](http://startalk.umd.edu/2012/ProgramEligibility.pdf)

3. *All STARTALK student participants must be US citizens. Teacher program participants do not require US citizenship.*

4. 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.

5. *The Spring Conference will be held on May 3 and 4, 2013 in Orlando, FL, and the October Fall Conference will be held October 18 and 19, 2013 in Portland, OR. Your budget should include the costs for at least two persons from your program to attend these meetings.*

6. If funded, programs will be expected to adhere to STARTALK “best practices” 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/](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 2013 Spring Conference (if funding is in place) and the October 2013 Fall Conference.

7. 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 following documents before beginning the proposal writing process:
   a. Frequently Asked Questions (startalk.umd.edu/proposals/faq)
   b. *The appropriate STARTALK proposal Applicant Guide(s)
      i. Student Program Applicant Guide
      ii. Teacher Program Applicant Guide
   c. *Instructions for writing your budget

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 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 valid CCR number in order to submit a proposal. You can apply for one at: http://www.ccr.gov. If your institution does not have one already, apply for one immediately to avoid missing the proposal submission deadline.

7. 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.
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. If you have not yet purchased insurance, provide a quote from an insurance carrier. If your organization is self insured, provide documentation to that effect signed by the appropriate authorized signatory.

9. *Retain quotes for all items purchased from third party vendors listed in your budget. If you are awarded a grant, you will be required to submit quotes.

10. *You must upload a signed budget and copy of your federally negotiated indirect cost rate agreement or rate justification in order to submit your proposal.

11. The deadline for submitting a proposal is 11:59pm on October 31, 2012.