As you begin to prepare your 2014 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.

Therefore, STARTALK will require more documentation and explanation on the budget form. All proposed expenses must be documented, and, if your application is recommended for an award, those documents must be submitted to STARTALK. Obtain quotes for all anticipated purchases, such as supplies and materials, and for 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. For further information and samples of the documentations required, please visit https://startalk.umd.edu/proposals/BudgetSamples.pdf.

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:**

STARTALK programs are primarily summer programs, but engaging in follow-on instruction or activities to retain or advance the participants’ learning is strongly encouraged. However, all STARTALK funded activities must be completed by February 28, 2015.

1. All instruction must be held in the US, including territorial and tribal schools. Study abroad is not eligible for funding as part of this program. A complete description of the 2014 Program Eligibility Requirements is available at http://startalk.umd.edu/2014/ProgramEligibility.pdf.
2. The applying organization must not be organized, chartered, or incorporated under the laws of any country other than the US or its possessions, or be controlled by an individual who is not a US citizen. STARTALK funds may not be used to support a foreign-owned entity.
3. The applying organization must maintain an accounting system capable of accurately and adequately tracking the costs associated with the STARTALK grant.
4. *In order to participate in a STARTALK student program, students must be enrolled in a U.S. school, or be homeschooled in the US.
5. *Preference will be given to student programs lasting three weeks or longer and providing at least ninety hours of instruction time. STARTALK has observed that programs of this duration have more successful outcomes than one- or two-week programs.
6. *All participants of STARTALK-funded teacher programs must be current teachers of a STARTALK language or planning to teach one of the STARTALK languages. Participants representing non-STARTALK languages or other disciplines are not allowed to participate in STARTALK-funded programs.
7. *Awards for independent and collaborative programs are expected to be in the range of $50,000 to $90,000, based on the number of participants and the type of program offered; for combination teacher and student programs, the amounts range up to $112,500. No single independent or single collaborative proposal with budgets over $90,000 will be accepted; no combination proposals with budgets over $112,500 will be accepted.*

8. The 2014 Spring Conference will be held May 2-3 in Austin, TX and the 2014 Fall Conference will be held October 24-25 in Indianapolis, IN. Your budget should include the costs for at least two people from your program to attend these meetings.

9. If funded, programs will be expected to adhere to STARTALK “best practices” in implementing the program. Specifically, programs will need to follow the requirements below:
   a. All instructors and curriculum planners need to review the Guides to Curriculum Development and use the online curriculum planning templates, available at the following URL: [http://startalk.umd.edu/curriculum-guide/](http://startalk.umd.edu/curriculum-guide/).
   b. Curriculum plans for each level of language instruction in student programs and for teacher training programs need to be submitted for approval.
   c. Attend the 2014 Spring Conference (if funding is in place) and the 2014 Fall Conference.

10. Research is an important part of the STARTALK Program. If funded, programs will be required to do the following:
    a. Participate in STARTALK Central online surveys for student and teacher participants
    b. Participate in LinguaFolio Online for student programs that teach students in middle school and higher
    c. Respond promptly to all requests for reports, data, and program information.

11. *Ramadan 2014: If your proposed program could potentially be affected by Ramadan, please keep this in mind when planning your staffing and program dates. Ramadan 2014 will begin around June 28th and end around July 28th.*


1. The proposal website is located at the following URL: [http://startalk.umd.edu/proposals.](http://startalk.umd.edu/proposals)
2. We strongly encourage all applicants to review the the following documents before beginning the proposal writing process:
   a. Frequently Asked Questions ([startalk.umd.edu/proposals/faq](http://startalk.umd.edu/proposals/faq))
   b. *The appropriate STARTALK proposal Applicant Guides*
      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](http://startalk.umd.edu/proposals/faq#proposal-types) for an explanation of these types.
4. A proposal has four 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 language
      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. *All proposed expenses must be documented and, if your application is recommended for an award, those documents must be submitted to STARTALK. Obtain quotes for all anticipated purchases, such as supplies and materials, and for all services, such as meal catering, lodging, and facility rental.

10. *You must upload a signed budget and a 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 November 4, 2013.