All 2020 STARTALK programs that were deferred to 2021 must complete a “Program Update Form” to request approval of any programmatic changes due to COVID19. Please review the following frequently asked questions. For additional questions please contact STARTALK at startalk@umd.edu.

General Questions

- **When is the required 2021 program update form due?**
  You must complete the program update form by **March 15**, although we encourage you to submit it sooner if you are able to do so. The form will be available by mid-January. STARTALK anticipates that some programs might need to request additional changes with the evolving realities of the pandemic. All programs should make their best attempt to complete the form no later March 15 with the information available at that time.

- **When can we begin to work on our 2021 program?**
  Your program update form must be approved before you can begin to officially work on your program. STARTALK will review your request in the order in which it was received. We will contact you if we have additional questions and will let you know when your update form been approved.

- **When will we be assigned a team leader?**
  You will be assigned a team leader when your program update form has been approved.

- **When will we be able to begin working on curriculum in SOPHIE?**
  Once your program update form has been approved, a team leader will be assigned and will meet with you for an initial program meeting. After that meeting, you will be to work in SOPHIE on your curriculum.

Proposal Responses That Can Be Updated for 2021

- **Can we change our program start and end dates?**
  Yes, your program may begin as early as June 1. You will indicate changed program dates on the program update form. Due to the deferral from summer 2020, we expect ALL programs to submit a date change request for summer 2021.

- **Can we change our program location?**
  Yes, you may indicate a new physical program location on the program update form.

- **Can we change HOW we are offering our program?**
  Yes, you may change to an online only or hybrid program. On the program update form, you will be able to indicate that change. You will need to submit a revised program summary no longer than five sentences total detailing your proposed changes. This should include the number of participants and their proficiency levels, the number of instructional hours, and the duration of the program. You must indicate the new format of your program: face-to-face, hybrid, or virtual.
• **Can we change the total number of days and hours?**
  Yes, we understand a change in format may impact the total number of days and hours a program can offer. You must justify this change in the revised program summary.

• **Can we change our daily schedule?**
  Yes, you may make changes to your proposed schedule (question 11 of your approved proposal). On the program update form, you will be able to describe the revised typical daily schedule for a participant. For online or hybrid schedules, indicate how you will blend synchronous and asynchronous activities throughout the day.

• **Can we make any key personnel changes (program director, lead instructor, principal investigator)?**
  Yes, you can make these changes on the program update form by providing a rationale for the change(s) and a brief biography of the individual(s) you wish to change.

• **Can we change our budget?**
  It is possible to shift dollars among categories, but your program must stay within the originally approved budget. Any budget changes will have to be submitted separately to NSA.

**Proposal Responses That Can NOT Be Updated for 2021**

• **Can we change our projected enrollment?**
  No, you should plan to stay within your projected enrollment.

• **Can we increase our budget because we have new unexpected expenses due to COVID19?**
  No, your program must stay within the originally approved budget; however, it is possible to shift dollars among categories. Any budget changes will have to be submitted separately to NSA.

• **Can we change the language(s) offered by our program?**
  No, your program must offer the same language(s) of your originally approved program.

• **Can we change the grades or targeted proficiency levels of the students?**
  No, your student programs must target the grades and proficiency levels of the originally approved program.

• **Can we change from one teacher program type to another?**
  No, your teacher program must implement the originally approved program type (overview, focus, demonstration, practicum). You may make changes to the number of days and the format of program implementation.