

§ 776.33

34 CFR Ch. VII (7-1-97 Edition)

amount received by the participant under this part.

(Authority: 20 U.S.C. 1021, 1032 and 38 U.S.C. 1700)

§ 776.33 What requirements govern the removal, withdrawal, and substitution of participants?

(a) A grantee shall remove a participant from a project if the grantee determines that the participant has ceased to maintain academic proficiency.

(b) If a grantee removes the participant or if a participant withdraws, the grantee—

(1) May replace the participant if the new participant can successfully complete the fellowship, traineeship, or institute at no additional cost to the Department; and

(2) Must notify the Secretary in writing—

(i) Within 30 days of the removal or withdrawal; or

(ii) Within 30 days of a substitution if the grantee substitutes another participant.

(c) The date of removal or withdrawal is—

(1) The date the grantee determined that the participant had ceased to maintain academic proficiency; or

(2) The last date the participant attended class.

(d)(1) If a grantee removes a fellowship participant or if a fellowship participant withdraws, the grantee shall prorate the participant's stipend, according to the number of weeks the participant has completed in the project.

(2) For purposes of paragraph (d)(1) of this section, the grantee shall count attendance in any part of a week as a full week.

(e) If a grantee does not substitute a participant for the participant who has been removed or who has withdrawn from a fellowship, traineeship, or institute, the grantee shall return to the Federal Government the unused portion of the stipend and any participation costs.

(Approved by the Office of Management and Budget under control number 1850-0022)

(Authority: 20 U.S.C. 1032)

§ 776.34 What agencies must be informed of activities funded under this program?

Each institution of higher education that receives a grant under this part shall annually inform the agency designated under section 1203 of the Act of its project activities.

(Authority: 20 U.S.C. 1022)

CHAPTER XI—NATIONAL INSTITUTE FOR LITERACY

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PART 1100—NATIONAL INSTITUTE FOR LITERACY: LITERACY LEADER FELLOWSHIP PROGRAM (Eff. 7-25-97)

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AUTHORITY: 20 U.S.C. 1213c(e)

SOURCE: 62 FR 34378, July 25, 1997, unless otherwise noted.

EFFECTIVE DATE NOTE: At 62 FR 34378, June 25, 1997, part 1100 was revised, effective July 25, 1997. For the convenience of the user, part 1100 remaining in effect until July 25, 1997, follows the text of this new part.

Subpart A—General

§ 1100.1 What is the Literacy Leader Fellowship Program?

(a) Under the Literacy Leader Fellowship Program, the Director of the National Institute for Literacy provides financial assistance to outstanding individuals who are pursuing careers in adult education or literacy.

(b) Fellowships are awarded to these individuals for the purpose of carrying out short-term, innovative projects that contribute to the knowledge base of the adult education or literacy field.

(c) Fellowships are intended to benefit the fellow, the Institute, and the national literacy field by providing the fellow with the opportunity to interact with national leaders in the field and make contributions to federal policy initiatives that promote a fully literate adult population.

§ 1100.2 Who is eligible for a fellowship?

(a) Only individuals are eligible to be recipients of fellowships.

(b) To be eligible for a fellowship under this program, an individual must be—

(1) A citizen or national of the United States, or a permanent resident of the United States, or an individual who is in the United States for other than temporary purposes and intends to become a permanent resident;

(2) Eligible for Federal assistance under the terms of 34 CFR 75.60 and 75.61; and

(3) Either a literacy worker or an adult learner.

(c) An individual who has received a fellowship award in a prior year is not eligible for another award.

(d) Several individuals may apply jointly for one award, if each individual will contribute significantly to the proposed project and if the proposed project will develop leadership for each individual.

§ 1100.3 What types of project may a fellow conduct under this program?

(a) Under the auspices of the Institute, and in accordance with the Fellowship Agreement, a Literacy Leader Fellow may use a fellowship awarded under this part to engage in research,

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education, training, technical assistance, or other activities that advance the field of adult education or literacy, including the training of volunteer literacy providers at the national, State, or local level.

(b) A Literacy Leader Fellow may not use a fellowship awarded under this part for any of the following:

(1) Tuition and fees for continuing the education of the applicant where this is the sole or primary purpose of the project.

(2) Planning and implementing fundraisers.

(3) General program operations and administration.

(4) Activities that otherwise do not meet the purposes of the Literacy Leader Fellowship program, as described in paragraph (a) of this section.

§ 1100.4 What regulations apply?

This program is governed by the regulations in this part and the following additional regulations:

34 CFR 74.36, Intangible property;

34 CFR 75.60, Individuals ineligible to receive assistance;

34 CFR part 85, Governmentwide Debarment and Suspension (Non-procurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

§ 1100.5 What definitions apply?

(a) The definitions in 34 CFR 77.1, except that the definitions of "Applicant", "Application", "Award", and "Project" do not apply to this part.

(b) Other definitions. The following definitions also apply to this part:

Adult learner means an individual over 16 years old who is pursuing or has completed some form of literacy or basic skills training, including preparation for the G.E.D.

Applicant means an individual (or more than one individual, if applying jointly) requesting a fellowship under this program.

Application means a written request for a fellowship under this program.

Award means an amount of funds provided for fellowship activities.

Board means the National Institute for Literacy's advisory board established pursuant to section 384(f) of the

Adult Education Act (20 U.S.C. 1213c(f)).

Director means the Director of the National Institute for Literacy.

Fellow means a recipient of a fellowship.

Fellowship means an award of financial assistance made by the Institute to an individual pursuant to section 384(e) of the Adult Education Act (20 U.S.C. 1213c(e)) to enable that individual to conduct research or other authorized literacy activities under the auspices of the Institute.

Fellowship Agreement means a written agreement entered into between the Institute and a fellow, which, when executed, has the legal effect of obligating the fellowship award, and which states the rights and obligations of the parties.

Institute means the National Institute for Literacy.

Literacy worker means an individual who is pursuing a career in literacy or adult education or a related field and who either has a minimum of five years of relevant academic, volunteer or professional experience in the literacy, adult education, or related field, or has made a significant contribution to, or notable progress in, the field. Relevant experience includes teaching, policy-making, administration, or research.

Project means the work to be engaged in by the fellow during the period of the fellowship.

Research means one or more of the following activities in literacy or education or education related fields: basic and applied research, planning, surveys, assessments, evaluations, investigations, experiments, development and demonstrations.

§ 1100.6 What priorities may the Director establish?

The Director may, through a notice published in the FEDERAL REGISTER, select annually one or more priorities for funding. These priorities may be chosen from the areas of greatest immediate concern to the Institute and may include, but are not limited to, the following areas:

(a) *Developing leadership in adult learners.* Because adult learners are the true experts on literacy, they are an important resource for the field. Their

firsthand experience as “customers” of the literacy system can be invaluable in assisting the field in moving forward, particularly in terms of raising public awareness and understanding about literacy.

(b) *Expanding the use of technology in literacy programs.* One of the Institute’s major projects is the Literacy Information and Communication System (LINCS), an Internet-based information system that provides timely information and abundant resources to the literacy community. Keeping the literacy community up to date in the Information Age is vital.

(c) *Improving accountability for literacy programs.* Literacy programs must develop accountability systems that demonstrate their effectiveness in helping adult learners contribute more fully in the workplace, family and community. There is growing interest in results-oriented literacy practice, especially as related to the Equipped for the Future (EFF) framework.

(d) *Raising public awareness about literacy.* The Institute is leading a national effort to raise public awareness that literacy is part of the solution to many social concerns, including health, welfare, the economy, and the well-being of children. Projects that enhance this effort will be given priority consideration.

Subpart B—How Does an Individual Apply for a Fellowship?

§ 1100.10 What categories of fellowships does the Institute award?

The Institute awards two categories of Literacy Leadership Fellowships:

- (a) Literacy Worker Fellowships; and
- (b) Adult Learner Fellowships.

§ 1100.11 How does an individual apply for a fellowship?

An individual shall apply to the Director for a fellowship award in response to an application notice published by the Director in the FEDERAL REGISTER. The application must describe a plan for one or more of the activities stated in § 1100.3 that the applicant proposes to conduct under the fellowship. The application must indicate which category of fellowship, as described in § 1100.10, most accurately de-

scribes the applicant. Applicants must also submit four letters of recommendation and certain forms, assurances and certifications, including the certification required under 34 CFR 75.61. (Approved by the Office of Management and Budget under OMB Control Number 3430–0003, Expiration Date 6/30/2000.)

§ 1100.12 What applications are not evaluated for funding?

The Director does not evaluate an application if—

- (a) The applicant is not eligible under § 1100.2;
- (b) The applicant does not comply with all of the procedural rules that govern the submission of applications for Literacy Leader Fellowship funds;
- (c) The application does not contain the information required by the Institute;
- (d) The application proposes a project for which a fellow may not use fellowship funds, as described in § 1100.3(b).
- (e) The application is not submitted by the deadline stated in the application notice.

Subpart C—How Does the Director Award a Fellowship?

§ 1100.20 How is a fellow selected?

(a) The Director selects applications for fellowships on the basis of the selection criteria in § 1100.21 and any priorities that have been published in the FEDERAL REGISTER and are applicable to the selection of applications.

(b)(1) The Director may use experts from the literacy field to rank applications according to the selection criteria in § 1100.21, and then provide the top-ranked applications to the Institute’s Advisory Board.

(2) The Institute’s Advisory Board evaluates these applications based on the selection criteria in § 1100.21 and makes funding recommendations to the Director.

(3) The Director then determines the number of awards to be made in each fellowship category and the order in which applications will be selected for fellowships, based on the initial rank order, recommendations by the board, and any other information relevant to any of the selection criteria, applicable

priorities, or the purposes of the Literacy Leader Fellowship Program, including whether the selection of an applicant would increase the diversity of fellowship projects under this program.

§ 1100.21 What selection criteria does the Director use to rate an applicant?

The Director uses the following criteria in evaluating each applicant for a fellowship:

(a) *Quality of plan.* (45 points) The Director uses the following criteria to evaluate the quality of the proposed project:

(1) The proposed project deals with an issue of major concern to the literacy field.

(2) The design of the project is strong and feasible.

(3) The project addresses critical issues in an innovative way.

(4) The plan demonstrates a knowledge of similar programs and an intention, where appropriate, to coordinate with them.

(5) The applicant describes adequate support and resources for the project.

(6) The plan includes evaluation methods to determine the effectiveness of the project.

(7) The project results are likely to contribute to the knowledge base in literacy or adult education, and to federal policy initiatives in these or related areas.

(8) The project will enhance literacy or adult education practice.

(9) The project builds research capacity or improves practice within the field.

(b) *Qualifications of applicant.* (25 points) The Director uses the following criteria to evaluate the qualifications of the applicant:

(1) The applicant has a strong background in the literacy field. [Include all relevant experience, which may include experience as a volunteer or an adult learner.]

(2) The applicant has expertise in the proposed area of the project.

(3) The applicant has demonstrated the ability to complete a quality project or has shown leadership in this area.

(4) The applicant provides letters of recommendation that show strong knowledge by others in the literacy field of the applicant's background and past work.

(c) *Relevance to the Institute.* (10 points) The Director uses the following criteria to evaluate the relevance of the applicant's proposal to the Institute:

(1) The project significantly relates to the purposes and work of the Institute.

(2) The applicant proposes to spend a significant portion of the project time at the Institute, taking into account the nature and scope of the proposed project.

(d) *Dissemination plan.* (10 points) The Director uses the following criteria to evaluate the quality of the dissemination plan:

(1) The applicant clearly specifies what information will be made available to the field and how this information will further the efforts of the field.

(2) The applicant describes how this information will be shared with the field (e.g., print, on-line, presentations, video, etc.).

(e) *Budget.* (10 points) The Director uses the following criteria to evaluate the budget:

(1) The budget will adequately support the project.

(2) The costs are clearly related to the objectives of the project.

(3) The budget is cost effective.

(4) The budget narrative clearly describes the budget and how costs are calculated.

§ 1100.22 How does the Director determine the amount of a fellowship?

The amount of a fellowship includes—

(a) A stipend, not to exceed \$30,000, based on—

(1) The fellow's current annual salary, prorated for the length of the fellowship salary reimbursement; or

(2) If a fellow has no current salary, the fellow's education and experience; and

(b) A subsistence allowance, materials allowance (covering costs of materials and supplies directly related to the completion of the project), and travel expenses (including expenses to

attend quarterly meetings in Washington, DC) related to the fellowship and necessary to complete the scope of work outlined in the proposal, consistent with Title 5 U.S.C. chapter 57.

§ 1100.23 What payment methods may the Director use?

(a) The Director will pay a fellowship award directly to the fellow or through the fellow's employer. The application should specify if the fellow wishes to be paid directly or through the fellow's employer.

(b) The Director considers the preferences of the fellow in determining whether to pay a fellowship award directly to the fellow or through the fellow's employer; however, the Director pays a fellowship award through the fellow's employer only if the employer enters into an agreement with the Director to comply with the provisions of § 1100.25.

§ 1100.24 What are the procedures for payment of a fellowship award directly to the fellow?

(a) If the Director pays a fellowship award directly to the fellow after the Director determines the amount of a fellowship award, the fellowship recipient shall submit a payment schedule to the Director for approval. The Director advises the recipient of the approved schedule.

(b) If a fellow does not complete the fellowship, or if the Institute terminates the fellowship, the fellow shall return to the Director a prorated portion of the stipend and any unused subsistence and materials allowance and travel funds at the time and in the manner required by the Director.

§ 1100.25 What are the procedures for payment of a fellowship award through the fellow's employer?

(a) If the Director pays a fellowship award through the fellow's employer, the employer shall submit a payment schedule to the Director for approval.

(b) The employer shall pay the fellow the stipend, subsistence and materials allowance, and travel funds according to the payment schedule approved by the Director. If the fellow does not complete the fellowship, the fellow shall return to the employer a prorated

portion of the stipend and any unused subsistence and materials allowance and travel funds. The employer shall return the funds to the Director at the time and in the manner required by the Director. The employer shall also return to the Director any portion of the stipend, subsistence and materials allowance and travel funds not yet paid by the employer to the fellow.

Subpart D—What Conditions Must be Met by a Fellow?

§ 1100.30 Where may the fellowship project be conducted?

(a) A fellow carries out all, or a portion of, the fellowship project at the National Institute for Literacy in Washington, D.C. If the Director determines that unusual circumstances exist, the Director may authorize the fellow to carry out all of the project elsewhere.

(b) Office space and logistics will be provided by the Institute.

(c) The fellow may also be required to participate in meetings, conferences and other activities at the Departments of Education, Labor, or Health and Human Services, in Washington, D.C., or in site visits to other locations, if deemed appropriate for the project being conducted.

§ 1100.31 Who is responsible for oversight of fellowship activities?

(a) All fellowship activities are conducted under the direct or general oversight of the Institute. The Institute may arrange through written agreement for another Federal agency, or another public or private nonprofit agency or organization that is substantially involved in literacy research or services, to assume direct supervision of the fellowship activities.

(b) Fellows may be assigned a peer mentor to orient them to the Federal System and Institute procedures.

§ 1100.32 What is the duration of a fellowship?

(a) The Institute awards fellowships for a period of at least three and not more than 12 months of full-time or part-time activity. An award may not

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exceed 12 months in duration. The actual period of the fellowship will be determined at the time of award based on proposed activities.

(b) In order to continue the fellowship to completion, the fellow must be making satisfactory progress as determined periodically by the Director.

(c) A fellowship may be terminated under the terms of 34 CFR 74.61.

§ 1100.33 What reports are required?

(a) A fellow shall submit fellowship results to the Institute in formats suitable for wide dissemination to policymakers and the public. These formats should include, as appropriate to the topic of the fellowship and the intended audience, articles for academic journals, newspapers, and magazines.

(b) Each fellowship agreement will contain specific provisions for how, when, and in what format the fellow will report on results, and how and to whom the results will be disseminated.

(c) A fellow shall submit a final performance report to the Director no later than 90 days after the completion of the fellowship. The report must contain a description of the activities conducted by the fellow and a thorough analysis of the extent to which, in the opinion of the fellow, the objectives of the project have been achieved. In addition, the report must include a detailed discussion of how the activities performed and results achieved could be used to enhance literacy practice in the United States. (Approved by the Office of Management and Budget under OMB Control Number 3430-0003, Expiration Date 6/30/2000.)

EFFECTIVE DATE NOTE: At 62 FR 34378, June 25, 1997, part 1100 was revised, effective July 25, 1997. For the convenience of the user, the text remaining in effect until July 25, 1997 is set forth as follows:

PART 1100—LITERACY LEADER FELLOWSHIP PROGRAM

Subpart A—General

Sec.

- 1100.1 What is the Literacy Leader Fellowship Program?
- 1100.2 Who is eligible for a fellowship?
- 1100.3 What type of project may a fellow conduct under this program?
- 1100.4 What regulations apply?

- 1100.5 What definitions apply?
- 1100.6 What priorities may the Director establish?

Subpart B—How Does an Individual Apply for a Fellowship?

- 1100.10 What categories of fellowships does the Institute award?
- 1100.11 How does an individual apply for a fellowship?

Subpart C—How Does the Director Award a Fellowship?

- 1100.20 How is a fellow selected?
- 1100.21 What selection criteria does the Director use to rate an applicant?
- 1100.22 How does the Director determine the amount of a fellowship?
- 1100.23 What payment methods may the Director use?
- 1100.24 What are the procedures for payment of a fellowship award directly to the fellow?
- 1100.25 What are the procedures for payment of a fellowship award through the fellow's employer?

Subpart D—What Conditions Must Be Met by a Fellow?

- 1100.30 Where may the fellowship project be conducted?
- 1100.31 Who is responsible for oversight of fellowship activities?
- 1100.32 What is the duration of a fellowship?
- 1100.33 What reports are required?

AUTHORITY: 20 U.S.C. 1213c.

SOURCE: 60 FR 35798, July 11, 1995, unless otherwise noted.

Subpart A—General

§ 1100.1 What is the Literacy Leader Fellowship Program?

(a) Under the Literacy Leader Fellowship Program, the Director of the National Institute for Literacy provides financial assistance to outstanding individuals who are pursuing careers in adult education or literacy.

(b) Fellowships are awarded to these individuals for the purpose of carrying out short-term, innovative projects that contribute to the knowledge base of the adult education or literacy field.

(c) Fellowships are intended to benefit the fellow, the Institute, and ultimately, the field by providing the fellow with the opportunity to interact with national leaders in the field and make contributions to federal policy initiatives that promote a fully literate adult population.

§ 1100.2 Who is eligible for a fellowship?

(a) Only individuals are eligible to be recipients of fellowships.

(b) To be eligible for a fellowship under this program, an individual must be—

- (1) A citizen of the United States;
- (2) Eligible for Federal assistance under the terms of 34 CFR 75.60 and 75.61; and
- (3) Either a career literacy worker or an adult learner.

§ 1100.3 What type of project may a fellow conduct under this program?

Under the auspices of the Institute, and in accordance with the Fellowship Agreement, the Literacy Leader Fellow may use a fellowship awarded under this part to engage in education, training, technical assistance, or other activities that advance the field of adult education or literacy, including the training of volunteer literacy providers at the national, State or local level.

§ 1100.4 What regulations apply?

This program is governed by the regulations in this part and the following additional regulations:

- 34 CFR 75.60, Individuals ineligible to receive assistance;
- 34 CFR 75.61, Certification of eligibility; effect of eligibility; and
- 34 CFR part 85, Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

§ 1100.5 What definitions apply?

(a) The definitions in 34 CFR 77.1, except that the definitions of “Applicant”, “Application”, “Award”, and “Project” do not apply to this part.

(b) Other definitions. The following definitions also apply to this part:

Adult learner means an individual over 16 years old who is pursuing or has completed some form of literacy or basic skills training, including preparation for the G.E.D.

Applicant means an individual requesting a fellowship under this program.

Application means a written request for a fellowship under this program.

Award means an amount of funds provided for fellowship activities.

Career literacy worker means an individual who is pursuing a career in literacy or adult education or a related field and who has relevant academic or professional experience. Relevant experience includes teaching, policymaking, administration, or research.

Director means the Director of the National Institute for Literacy.

Fellow means a recipient of a fellowship.

Fellowship means an award of financial assistance made by the Institute to an individual pursuant to section 384 of the Adult Education Act (20 U.S.C. 1213c) to enable that in-

dividual to conduct research or other authorized literacy activities under the auspices of the Institute.

Fellowship agreement means a written agreement entered into between the Institute and a fellow, which, when executed, has the legal effect of obligating the fellowship award, and which states the rights and obligations of the parties.

Institute means the National Institute for Literacy.

Project means the work to be engaged in by the Fellow during the period of fellowship.

Research means one or more of the following activities in literacy or education or education related fields: basic and applied research, planning, surveys, assessments, evaluations, investigations, experiments, development and demonstrations.

§ 1100.6 What priorities may the Director establish?

The Director may, through a notice published in the FEDERAL REGISTER, select annually one or more priorities for funding. These priorities may be chosen from the areas of greatest immediate concern to the Institute and may include, but are not limited to, the following areas:

(a) *Workforce and Workplace literacy.* Millions of American adults need educational services either to enter the work force or to upgrade their work-related skills. Increasingly literacy programs are offered in the context of the workplace. Workforce education and development is a top national priority and a critical focus in the literacy field.

(b) *Family Literacy.* Educational research and practice continue to demonstrate the fundamental importance of the family in creating both the motivation and conditions for a child’s readiness for school and continued learning throughout life. This intergenerational literacy connection is having an increasingly significant effect on the funding, design, and operation of Federal, State, and local programs for children as well as adults.

(c) *English as a Second Language/Immigration and Literacy.* Recent studies confirm that adults with limited English proficiency (LEP) experience a variety of social and economic disadvantages: lower wages, limited employment opportunities, limited access to public services, and barriers to becoming active members of their communities and neighborhoods. ESL instruction is currently the largest and fastest growing component of the Adult Education Act, and the demand continues to increase dramatically. About two-thirds of all recent immigrants to America are LEP, and about 76% of the 12 to 14 million LEP adults in America are immigrants. Issues related to the education of immigrants and ESL services are of increasing

importance to the literacy and adult education field.

(d) *Assessing Progress toward National Educational Goal 6.* Goal 6, the adult literacy and lifelong learning goal, states that: “By the year 2000, every adult American will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.” Gauging progress toward this goal is a primary concern of the Institute and a complex undertaking that challenges all sectors of the literacy field. As a result, there is growing interest in development of innovative approaches for measuring and documenting this progress in a variety of service settings.

(e) *The Role of Adult Learners in Literacy and Adult Education Programs.* As the primary consumers of literacy and adult education services, adult learners have the greatest personal stake in the quality of these services, and unique contributions to make in setting policy for, planning, and implementing programs. The Institute is interested in learning more about how current and former adult learners can play meaningful roles at every level of the literacy field nationwide.

Subpart B—How Does an Individual Apply for a Fellowship?

§ 1100.10 What categories of fellowship does the Institute award?

(a) The Institute awards two categories of Literacy Leadership Fellowships:

- (1) Career Literacy Worker Fellowships; and
 - (2) Adult Learner Fellowships.
- (b) [Reserved]

§ 1100.11 How does an individual apply for a fellowship?

An individual shall apply to the Director for a fellowship award in response to an application notice published by the Director in the FEDERAL REGISTER. The application must describe a plan for one or more of the activities stated in § 1100.3 that the applicant proposes to conduct under the fellowship. The application must also indicate which category of fellowship, as described in § 1100.10(b), most accurately describes the applicant.

Subpart C—How Does the Director Award a Fellowship?

§ 1100.20 How is a fellow selected?

(a) The Director rates applications using the selection criteria in § 1100.21 and then determines the order in which applications in each category will be ranked. The Director

may consider the following in making this determination:

(1) The rating of the applications based on the criteria in § 1100.21, plus any bonus points an applicant may have been awarded for addressing an Institute priority or priorities, as established annually.

(2) Whether the selection of an application would increase the diversity of fellowship projects awarded under this program.

(b) The Director determines the number of awards to be made in each category and chooses the corresponding number of top-ranked applications for each category.

§ 1100.21 What selection criteria does the Director use to rate an applicant?

The Director uses 34 CFR 75.217 and the following criteria in evaluating each applicant for a fellowship:

(a) *Quality of the plan for the proposed activity.* (40 points) The Director reviews the quality of each proposed project to ensure that—

- (1) The design of the project is of high quality;
- (2) The applicant’s project is feasible;
- (3) The project addresses critical questions in innovative ways;
- (4) The applicant’s project relates to the purposes of the fellowship program and the work of the Institute; and
- (5) If the proposed activities include research, the likely validity of the research hypothesis proposed, the usefulness of the objectives to be achieved, and the effectiveness of the methodology to be followed.

(b) *Significance of the proposed project.* (30 points) The Director assesses the significance of the proposed project to ensure that—

- (1) The project addresses important issues in literacy or adult education;
- (2) Project results are likely to contribute to the knowledge base in literacy or adult education, and to federal policy initiatives in these or related areas;
- (3) The project will enhance literacy or adult education practice;
- (4) The project will complement or enhance related activities of value to the field; and
- (5) The project builds research capacity within the field.

(c) *Qualifications of the applicant.* (30 points) The Director reviews the qualifications of each applicant to ensure—

- (1) The appropriateness and quality of the applicant’s background, education, and work experiences as they relate to the proposed project, as shown in documentation that may include recommendations of present or former supervisors or colleagues;
- (2) Demonstrated ability to produce a final product that is comprehensive and useful;
- (3) If relevant, demonstrations of motivation and the ability to overcome obstacles in pursuing educational or career goals; and

(4) If relevant, evidence of the availability of additional support to carry out the proposed activity.

§ 1100.22 How does the Director determine the amount of a fellowship?

The amount of a fellowship includes—

- (a) A stipend, based on—
 - (1) The fellow's current annual salary; prorated for the length of the fellowship not to exceed \$30,000 salary reimbursement; or
 - (2) If a fellow has no current salary, the fellow's education and experience; and
- (b) A subsistence allowance and necessary travel expenses related to the fellowship, consistent with 5 U.S.C. chapter 57.

§ 1100.23 What payment methods may the Director use?

- (a) The Director will pay a fellowship award directly to the fellow or through the fellow's employer.
- (b) The Director considers the preferences of the fellow in determining whether to pay a fellowship award directly to the fellow or through the fellow's employer; however, the Director pays a fellowship award through the fellow's employer only if the employer enters into an agreement with the Director to comply with the provisions of § 1100.24.

§ 1100.24 What are the procedures for payment of a fellowship award directly to the fellow?

- (a) If the Director pays a fellowship award directly to the fellow after the Director determines the amount of a fellowship award, the fellowship recipient shall submit a payment schedule to the Director for approval. The Director advises the recipient of the approved schedule.
- (b) If a fellow does not complete the fellowship, or if the Institute terminates the fellowship, the fellow shall return to the Director a prorated portion of the stipend and any unused subsistence allowance and travel funds at the time and in the manner required by the Director.

§ 1100.25 What are the procedures for payment of a fellowship award through the fellow's employer?

- (a) If the Director pays a fellowship award through the fellow's employer, the employer shall submit a payment schedule to the Director for approval.
- (b) The employer shall pay the fellow the stipend and subsistence allowance according to the payment schedule approved by the Director. If the fellow does not complete the fellowship, the fellow shall return to the employer a prorated portion of the stipend and any unused subsistence allowance and travel funds. The employer shall return the funds to the Director at the time and in the amount required by the Director. The employer shall also return to the Director any

portion of the stipend and subsistence allowance and travel funds not yet paid by the employer to the fellow.

Subpart D—What Conditions Must Be Met by a Fellow?

§ 1100.30 Where may the fellowship project be conducted?

- (a) A fellow carries out a project at the National Institute for Literacy in Washington, DC, unless the Director determines that unusual circumstances exist and authorizes the fellow to carry out all or part of the project elsewhere.
- (b) Office space and logistics will be provided by the Institute.
- (c) The Fellow may also be required to participate in meetings, conferences and other activities at the Departments of Education, Labor, or Health and Human Services, in Washington, DC, or in site visits to other locations, if deemed appropriate for the project being conducted.

§ 1100.31 Who is responsible for oversight of fellowship activities?

- (a) All fellowship activities are conducted under the direct or general oversight of the Institute. The Institute may arrange through written agreement for another Federal agency, or another public or private nonprofit agency or organization that is substantially involved in literacy research or services, to assume direct supervision of the fellowship activities.
- (b) Fellows may be assigned a peer mentor to orient them to the Federal system and Institute procedures.

§ 1100.32 What is the duration of a fellowship?

- (a) The Institute awards Fellowships for a period of at least three and not more than 12 months of full-time or part-time activity. An award may not exceed 12 months in duration. The actual period of the fellowship will be determined at the time of award based on proposed activities.
- (b) In order to continue the fellowship to completion, the fellow must be making satisfactory progress as determined periodically by the Director.

§ 1100.33 What reports are required?

- (a) A Fellow shall submit fellowship results to the Institute in formats suitable for wide dissemination to policymakers and the public. These formats should include, as appropriate to the topic of the fellowship and the intended audience, articles for academic journals, newspapers, and magazines.
- (b) Each fellowship agreement will contain specific provisions for how, when, and in

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what format the Fellow will report on results, and how and to whom the results will be disseminated.

(c) A Fellow shall submit a final performance report to the Director and the Chairperson of the National Institute for Literacy Advisory Board no later than 90 days after the completion of the Fellowship. The report must contain a description of the activities

conducted by the Fellow and a thorough analysis of the extent to which, in the opinion of the fellow, the objectives of the project have been achieved. In addition, the report must include a detailed discussion of how the activities performed and results achieved could be used to enhance literacy practice in the United States.