

**U.S. Department of Education  
Office of Postsecondary Education  
Washington, DC 20006**



**APPLICATION FOR A SUPPLEMENT UNDER THE  
UPWARD BOUND (UB)  
INITIATIVE  
(CFDA Number: 84.047A)**

**Form Approved  
OMB No. 1840 - 0550, Exp. Date 08/31/2005  
Closing Date: 9/08/2003**

# Table Of Contents

	<b>Page</b>
Dear Upward Bound Grantee Letter .....	
Notice Inviting Applications.....	
Notice of Final Priority .....	
Instructions for Completing the Application and Forms.....	
Part I -- Application for Federal Education Assistance Form (ED 424)	
Part II -- Budgetary Documents	
- Budget Summary	
Part III -- Program Narrative/Target School Assurances	
Instructions for Transmitting Application .....	

August 20, 2003

Dear Upward Bound Grantee:

Enclosed is the application package to apply for supplemental funding under the Fiscal Year (FY) 2003 Upward Bound (UB) Participant Expansion Initiative. It contains the necessary forms and instructions. Also included is a copy of the Notice of Final Priority and the Notice Inviting Applications for supplemental awards for FY 2003. Please review the application package carefully before preparing and submitting your application. Pay particular attention to the absolute priority for this initiative, the description of this initiative, and the requirements for the program narrative section.

Eligible applicants include all Upward Bound projects funded under the FY 2003 program competition that are serving target high schools in which at least 50 percent of the students are eligible for the Free Lunch Program under the National School Lunch Act. Upward Bound projects that received supplemental funds in FY 2000 under the Upward Bound Participant Expansion Initiative, and that meet all other requirements specified in the Notices, will receive an absolute priority. Applicants not eligible for the absolute priority are invited to apply and will be funded, subject to availability of funds, in the order explained in the Notices. Veterans Upward Bound and Upward Bound Math/Science projects are not eligible for a supplemental grant. This supplemental grant will be for the 2003-04 budget period.

All applicants must submit the following: (1) an application face sheet; (2) a budget summary reflecting a supplemental amount of up to \$100,000; (3) a detailed budget with narrative explaining how the additional funds will be used; (4) information on the target school(s) selected; (5) the number of additional students to be served; and (6) a brief narrative that includes an agreement to serve participants who have one or more of the greatest needs described under the absolute priority.

A separate application is required for each project. The application for the supplement must be postmarked or hand-delivered on or before September 8, 2003. Applications must be delivered to:

DTI Associates  
1925 K Street, NW  
Suite 105  
Washington, DC 20006  
ATTN: Sheryl Wilson

Applications submitted late will not be accepted.

For additional information, please contact Margarita Benitez of the Federal TRIO Programs, U.S. Department of Education, 1990 K Street, N.W. Suite 7000, Washington, DC 20006-8510, ATTN: CFDA 84.047A, telephone (202) 502-7794, Internet at [TRIO@ed.gov](mailto:TRIO@ed.gov).

Best regards,

Wilbert Bryant  
Deputy Assistant Secretary  
for Higher Education Programs

NOTE:

THE NOTICE INVITING APPLICATIONS IS A SEPARATE DOCUMENT.

NOTE:

THE NOTICE OF FINAL PRIORITY IS A SEPARATE DOCUMENT.

## Instructions for Completing the Application and Forms

The application package is divided into three parts.

The parts are as follows:

Part I: Application for Federal Education Assistance Form

Part II: Budgetary Documents

Part III: Program Narrative

Please submit your application as outlined above.

Submit the **original** and **one copy** of the application to:

DTI Associates  
1925 K Street, NW  
Suite 105  
Washington, DC 20006  
ATTN: Sheryl Wilson

According to the Paperwork Reduction Act of 1995, any collection of information must display a valid OMB control number. The valid OMB control number for this information collection is 1840-0550. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments concerning the accuracy of this time estimate or suggestions for improving this form, please write to the U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of the form, write directly to: Federal TRIO Programs, U.S. Department of Education, 1990 K Street NW, Suite 7000, Washington, DC 20006-8510.

**NOTE: IF POSSIBLE, PLEASE SUBMIT YOUR APPLICATION PRIOR TO THE CLOSING DATE OF SEPTEMBER 8, 2003.**



## Instructions for ED 424

- 1. Legal Name and Address.** Enter the legal name of applicant and the name of the primary organizational unit which will undertake the assistance activity.
- 2. D-U-N-S Number.** Enter the applicant's D-U-N-S Number. If your organization does not have a D-U-N-S Number, you can obtain the number by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained via the Internet at the following URL: <http://www.dnb.com/dbis/aboutdb/intlduns.htm>.
- 3. Tax Identification Number.** Enter the tax identification number as assigned by the Internal Revenue Service.
- 4. Catalog of Federal Domestic Assistance (CFDA) Number.** Enter the CFDA number and title of the program under which assistance is requested.
- 5. Project Director.** Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.
- 6. Federal Debt Delinquency.** Check "Yes" if the applicant's organization is delinquent on any Federal debt. (This question refers to the applicant's organization and not to the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.) Otherwise, check "No."
- 7. Type of Applicant.** Enter the appropriate letter in the box provided.
- 8. Novice Applicant.** Check "Yes" only if assistance is being requested under a program that gives special consideration to novice applicants and you meet the program requirements for novice applicants. By checking "Yes" the applicant certifies that it meets the novice applicant requirements specified by ED. Otherwise, check "No."
- 9. Type of Submission.** Self-explanatory.
- 10. Executive Order 12372.** Check "Yes" if the application is subject to review by Executive Order 12372. Also, please enter the month, date, and four (4) digit year (e.g., 12/12/2000). Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Otherwise, check "No."
- 11. Proposed Project Dates.** Please enter the month, date, and four (4) digit year (e.g., 12/12/2000).
- 12. Human Subjects.** Check "Yes" or "No". If research activities involving human subjects are not planned at any time during the proposed project period, check "No." **The remaining parts of item 12 are then not applicable.**

If research activities involving human subjects, whether or not exempt from Federal regulations for the protection of human subjects, are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution, check "Yes." If all the research activities are designated to be exempt under the regulations, enter, in item 12a, the exemption number(s) corresponding to one or more of the six exemption categories listed in "Protection of Human Subjects in Research" attached to this form. Provide sufficient information in the application to allow a determination that the designated exemptions in item 12a, are appropriate. **Provide this narrative information in an "Item 12/Protection of Human Subjects Attachment" and insert this attachment immediately following the ED 424 face page. Skip the remaining parts of item 12.**

If some or all of the planned research activities involving human subjects are covered (nonexempt), skip item 12a and continue with the remaining parts of item 12, as noted below. In addition, follow the instructions in "Protection of Human Subjects in Research" attached to this

form to prepare the six-point narrative about the nonexempt activities. **Provide this six-point narrative in an “Item 12/Protection of Human Subjects Attachment” and insert this attachment immediately following the ED 424 face page.**

**If the applicant organization has an approved Multiple Project Assurance of Compliance** on file with the Grants Policy and Oversight Staff (GPOS), U.S. Department of Education, or with the Office for Protection from Research Risks (OPRR), National Institutes of Health, U.S. Department of Health and Human Services, that covers the specific activity, enter the Assurance number in item 12b and the date of approval by the Institutional Review Board (IRB) of the proposed activities in item 12c. This date must be no earlier than one year before the receipt date for which the application is submitted and must include the four (4) digit year (e.g., 2000). Check the type of IRB review in the appropriate box. An IRB may use the expedited review procedure if it complies with the requirements of 34 CFR 97.110. If the IRB review is delayed beyond the submission of the application, enter **“Pending”** in item 12c. If your application is recommended/selected for funding, a follow-up certification of IRB approval from an official signing for the applicant organization must be sent to and received by the designated ED official within 30 days after a specific formal request from the designated ED official. **If the applicant organization does not have** on file with GPOS or OPRR **an approved Assurance of Compliance** that covers the proposed research activity, enter **“None”** in item 12b and skip 12c. In this case, the applicant organization, by the signature on the application, is declaring that it will comply with 34 CFR 97 within 30 days after a specific formal request from the designated ED official for the Assurance(s) and IRB certifications.

**13. Project Title.** Enter the number of participants who are low income and first-generation, low-income, first generation, other and the total of all participants to be served. Two-thirds of all participants must be low-income potential first-generation college students. The remaining one-third may be any eligible participants.

**14. Estimated Funding.** Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate **only** the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 14.

**15. Certification.** To be signed by the authorized representative of the applicant. A copy of the governing body’s authorization for you to sign this application as official representative must be on file in the applicant’s office.

Be sure to enter the telephone and fax number and e-mail address of the authorized representative. Also, in item 15e, please enter the month, date, and four (4) digit year (e.g., 12/12/2000) in the date signed field.

### **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0550**. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form write directly to:** Sheryl Wilson, Federal TRIO Programs, U.S. Department of Education, 1990 K Street, NW, Suite 7000, Washington, D.C. 20006

## **Protection of Human Subjects in Research (Attachment to ED 424)**

### **I. Instructions to Applicants about the Narrative Information that Must be Provided if Research Activities Involving Human Subjects are Planned.**

If you marked item 12 on the application “Yes” and designated exemptions in 12a , **(all research activities are exempt)**, provide sufficient information in the application to allow a determination that the designated exemptions are appropriate. Research involving human subjects that is exempt from the regulations is discussed under **II.B. “Exemptions,”** below. The Narrative must be succinct. **Provide this information in an “Item 12/Protection of Human Subjects Attachment” and insert this attachment immediately following the ED 424 face page.**

If you marked “Yes” to item 12 on the face page, and designated no exemptions from the regulations **(some or all of the research activities are nonexempt)**, address the following six points for each nonexempt activity. In addition, if research involving human subjects will take place at collaborating site(s) or other performance site(s), provide this information before discussing the six points. Although no specific page limitation applies to this section of the application, be succinct. Provide the six-point narrative and discussion of other performance sites in an **“Item 12/Protection of Human Subjects Attachment” and insert this attachment immediately following the ED 424 face page.**

(1) Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable.

(2) Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained

specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and in relation to the importance of the knowledge that may reasonably be expected to result.

### **II. Information on Research Activities Involving Human Subjects**

#### **A. Definitions.**

A research activity involves human subjects if the activity is research, as defined in the Department’s regulations, and the research activity will involve use of human subjects, as defined in the regulations.

#### **—Is it a research activity?**

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part

97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge, such as an exploratory study or the collection of data to test a hypothesis, it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.

### —Is it a human subject?

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person’s environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

### B. Exemptions.

Research activities in which the only involvement of human subjects will be in one or more of the following six categories of *exemptions* are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects’ responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects’ financial standing, employability, or reputation. *If the subjects are children, this exemption applies only to research involving educational tests or observations of public behavior when the investigator(s) do not participate in the activities being observed.* [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of

department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S Department of Agriculture.

*Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in research are available from the Grants Policy and Oversight Staff (GPOS) Office of the Chief Financial and Chief Information Officer, U.S. Department of Education, Washington, D.C., telephone: (202) 708-8263, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site at <http://ocfo.ed.gov/humansub.htm>.*

## Part II – Instructions for Budget Summary and Budget Narrative

### Form 524, Section A -- Budget Summary: U.S. Department of Education Requested Funds

Please use the summary budget form (ED Form No. 524, Sections A) to categorize requested costs. The detailed budget and any accompanying narrative should provide a detailed breakdown of costs within each budget category and explain the basis for determining the amounts needed for personnel, staff travel, and any other costs appropriate for the project.

For this competition, applicants may request funding for up to four years (48 months).

The funding request may include all costs that are reasonable and associated with carrying out the objectives of the Upward Bound Program Participant Expansion Initiative. Among the costs that may be supported with grant funds are:

1. **Personnel:** Enter project personnel salaries and wages only.
2. **Fringe Benefits:** The institutions normal fringe benefit contribution may be charged to the program. If benefits exceed twenty percent (**20%**), an explanation and justification must be provided. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.
3. **Travel:** Indicate travel of employees only. Travel of consultants and participants may not be included in this category, but should be included in the “Other” category on line E.
4. **Supplies:** Show all tangible personal property except that which is included on line H.
5. **Other:** Indicate all direct costs not covered on lines 1-4 or 8-12. Examples are: equipment rental, consultant costs, communication costs, rental of space (when not included in the indirect cost pool), and consultant and participant travel.
6. **Total Direct Costs:** The sum of lines 1-5. This is the modified total direct cost base, which excludes the following items:

- equipment (i.e., equipment of \$5,000 or more per unit),
  - room and board,
  - summer non-residential meals,
  - tuition and related fees, and
  - training stipends for students.
7. **Indirect Costs:** Indirect costs are limited to eight percent (**8%**) of a modified total direct cost base -- see 34 CFR 75.562(c). (*Exception: Federally recognized Indian Tribes, tribal governments, and agencies of State or local governments, including LEAs (school districts) may exceed the 8% limit on indirect costs.*)
  8. **Equipment:** Indicate the cost of non-expendable personal property which has a usefulness of greater than one year and an **acquisition cost of \$5,000 or more per unit**. (See the definition of equipment under 34 CFR 74.2.) Lower limits may be established to maintain consistency with the applicant's policy.
  9. **Training Stipends:** Include student stipends. See the program regulations, 34 CFR 645.42(d), which establishes stipend amounts.
  10. **Tuition and Related Fees**
  11. **Room and Board:** For projects with a residential component.
  12. **Summer Non-residential Meals**
  13. **Total Costs:** This should equal the sum of lines 6 through 12. This amount should also be equal to item **14a** on the application face sheet.



**U.S. DEPARTMENT OF EDUCATION**

BUDGET INFORMATION

OMB Control  
Number: 1840-0550

Expiration Date:  
08/31/2005

**NON-CONSTRUCTION PROGRAMS**

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY  
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Supplies						
5. Other						
6. Total Direct Costs						
7. Indirect Costs						
8. Equipment						
9. Training Stipends						
10. Tuition/ Related Fees						
11. Room and Board						
12. Summer Non-residential Meals						
13. Total Costs						

## Instructions for preparing the Budget Narrative

In the descriptive budget narrative, explain amounts for individual direct object cost categories that may appear to be out of the ordinary and explain the following details:

*Personnel Salaries:* Include a statement which shows the total commitment of time and the total salary to be charged to the project for each key member of the project staff. Provide a breakdown of project personnel that includes the position title, the percent of time and number of months committed to the project, and the total salary to be charged to the grant.

*Fringe Benefit:* Include an explanation and appropriate justification if the institution's normal benefit contribution exceeds 20 percent.

*Staff Travel:* Expenditures should be detailed as to purpose, objective, and number of persons involved (i.e., attendance at special program conferences, staff development, etc.).

Transportation costs should not exceed tourist class air fare. For automobile mileage, the established institution or agency rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institutions or agency rate is permitted when an individual is away from home over night (24 hours) on official project business. (See OMB Circular A-21, J.48.c Commercial Air Travel.)

### **No foreign travel will be authorized under the grant.**

The Department of Education has established the following guidelines for recommending approval of staff travel. All staff travel for professional development must be directly related to the project's overall purpose and proposed activities and **should not exceed four percent of the total project salaries**. The Department may adjust this percentage if the applicant demonstrates and the Department agrees that a higher percentage is necessary and reasonable.

- I. Project Director's Travel - Per Year
  - A. One National Conference;
  - B. One Regional Meeting;
  - C. One State Meeting; and
  - D. Travel for staff development under the Training Program for Federal TRIO Programs.
  
- II. Full-time Professional Staff Travel - Per Year
  - A. One Regional Meeting, One State Meeting or One National

- Meeting; and
- B. Travel for staff development under the Training Program for Federal TRIO Programs.

*Equipment:* List items of equipment in the following format: Item, Number of Items, Cost per Unit, Total Cost. Equipment must be necessary to carry out project activities and must be fully justified. *(Please remember that equipment is defined as non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit.)*

*Supplies:* Itemize costs for project supplies.

*Other:* Student and other travel expenditures should be detailed as to purpose, objective, and number of persons involved in each activity. All educational and cultural trips and activities planned must be related specifically to a project objective. Further, the combined cost of all proposed educational and cultural trips (inclusive of transportation costs, meals, and entrance fees) should not exceed \$300 per participant or 8% of the budget whichever is less. The Department may adjust this percentage if the applicant demonstrates and the Department agrees that a higher amount is necessary and reasonable.

*Indirect Cost:* Indirect costs are limited to eight percent (8%) of a modified total direct cost base (refer to section 75.562 (c) of the Education Department General Administrative Regulations (EDGAR)).

## Part III -- Program Narrative

The program narrative should provide the following information: **(1)** a brief description of the number of participants proposed to be served, along with an agreement to select participants who attend an eligible target school and meet one or more of the greatest need criteria; **(2)** an assurance that each of the eligible target schools listed is a school in which at least 50% of students are on the Free Lunch Program under the National School Lunch Act; **(3)** an agreement to participate in the evaluation of the initiative; and **(4)** a brief description of the activities that will be provided with the additional funding. Activities must be designed to meet the educational needs of the participants selected.

# Instructions for Transmitting Applications

An application for an award must be mailed or hand delivered by the closing date.

## **Applications Delivered by Mail or Hand/Courier Service**

Applications must be mailed or delivered to the following address:

DTI Associates  
1925 K Street, NW  
Suite 105  
Washington, D.C. 20006  
Attn: Sheryl Wilson

An application must show proof of mailing which consists of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark, or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

In order for an application sent through a courier service to be considered timely, the courier must be in receipt of the application on or before the closing date.