



Dear Federal Colleague:

This electronic correspondence serves as notice that the 2026 IAWG data collection cycle for FY 2025 data and information on U.S. Government-sponsored international exchange and training programs has begun. **The 2026 data collection cycle is for FY 2025 data between October 1, 2024, and September 30, 2025.**

The deadline for submission of all data is Friday, October 16.

The IAWG has an online data collection system called the Federal Exchanges Data System (FEDS) II. All reporting departments and agencies are required to enter their respective data and information into the system.

To facilitate the data collection process, please review the following information:

1. [FEDS II Agency User Account Request Form 2026](#)
2. Quick Start Instructions (see below)
3. Detailed Data Collection Instructions for Distribution to Departments and Agencies (see below)

New Users:

All system users must first obtain an account in FEDS II before they can access it for data entry. To register for FEDS II, please access the [FEDS II Login Page](#) , access and fill out the [FEDS II Agency User Account Request Form 2026](#) and send it to DTEAPDSupport@state.gov and cc: IAWGMail@state.gov to request a new account. The Subject line should be updated to display, "New account for < Last Name, First Name>".

Once your account has been created, you will receive a system message with a link to change your password, and an email with system access instructions. **This link is valid for 12 hours.** If the link expires, use the following link to reset your password:
<https://feds.iawg.gov/Account/ForgotPassword>

Once your password has been changed, you will then be able to logon to FEDS II to enter FY 2023 program data and information.

Existing Users:

If you used FEDS II to submit data in 2025, then you already have an account. If you have forgotten your password, use the following link to reset your password:
<https://feds.iawg.gov/Account/ForgotPassword>

Any questions or issues can be directed to the IAWG staff at IAWGMail@state.gov.

The annual data collection process will culminate with a report to the President and Congress, followed by a comprehensive online report posted to the IAWG website at: <https://iawg.gov>.

Thank you for all your efforts on behalf of the IAWG. Your contributions to international exchanges and training are greatly appreciated. We could not accomplish this annual task without you!

Quick Start Instructions for Departments and Independent Agencies

Overview

This “Quick Start” contains simplified instructions on how to use FEDS II. This document assumes you have already obtained your FEDS II login and password and that you are able to successfully login to FEDS II.

Step 1 – Login to FEDS II



Federal Exchanges Data System

Interagency Working Group
on U.S. Government-Sponsored International Exchanges and Training

Login

Email address

Password

Login **Reset your password**

Looking for FEDS reports?
FEDS reports, including the annual and regional are available via [IAWG.gov/Reports](https://iawg.gov/Reports).

Need to access FEDS?
Please contact IAWG staff to [request access to FEDS](#).

Login to the FEDS application at the URL: <https://feds.iawg.gov>

Step 2 – Create a new Program Submission

After you login, you should arrive at the main “Programs” page.

Click on the “Add Program” button in the upper right portion of the Programs page.

Federal Exchanges Data System Interagency Working Group

Programs | Contacts | Departments | Agencies | Notes | Reports | Administration | About Us Messages (1) | My Information | Help | Logout

New Notes [\[X - Close This Alert\]](#)

You have new notes to read. Please visit the [Notes](#) section. The most recent note was updated on: 1/27/2025 2:39:31 PM

[Page Help](#)

Select "Add Program"
Add Program

Programs

FY
2024

Program Name

Department
All Departments

Agency-Vetted
All

Agency
All Agencies

Status
All Statuses

Apply Filter
Apply Reset

[Previous](#) 1 [Next](#)

FY	Program Name	Department	Agency	Status	Vetted	Last Updated	Manage

Step 2 – Create a new Program Submission (continued)

- Select the option, “Continuation of an existing program already in FEDS.”
- Select “2025” for FY.
- Select your department from the “Department” dropdown.
- Select your bureau from the “Agency” dropdown.
- Select your program for the previously submitted fiscal year (i.e., “2024”) from the “Existing Program Name” dropdown.
- Press “Save & Continue”

Note: If you are reporting a new program that has never been entered in FEDS II, then you may select the “New Program” option instead of the “Continuation” option.

[Page Help](#)

New Program Submission

Which of the following best describes the type of program you want to add?

☒ Continuation of an existing program already in FEDS (*keeps existing name*)

☐ New program that does not currently exist in FEDS (*never before in the system*)

☐ An existing program with a new name (*will enable connection with archived data and information under prior program name*)

(1) Select Continuation

Enter Program Information

For what Fiscal Year do you want to enter data?

☐ 2019 ☐ 2020 ☐ 2021 ☐ 2022 ☐ 2023 ☒ 2024

Department

Agency

Existing Program Name

(2) Select 2024

(3) Enter Department, Agency, and Existing Program Name

(4) Save & Continue

Save & Continue
Save & Exit

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Step 3 – Enter data for your program.

After following the steps above, you should arrive at the data entry section of your program submission. Proceed with data entry as directed in the FEDS User Guide.

The screenshot displays the FEDS program submission interface. At the top, there is a 'Page Help' link. Below it, the text reads 'Department of State: Bureau of Educational and Cultural Affairs' and '2024: Test Program at US Department of State – ECA'. The 'Current Status' is 'DRAFT'. In the top right corner, there are buttons for 'Import', 'Export', 'Program Submission Summary', and 'Notes'. A progress bar with eight steps is shown: 'Program Information' (checked), 'Contacts', 'Categories', 'Strategic Goals', 'Program Countries', 'Country Participants', 'Country Funding', and 'Submit'. The 'Program Information' section is active, showing two input fields: 'Program Name' with the value 'Test Program at US Department of State - ECA' and 'Office' with the value 'Bureau of Educational and Cultural Affairs'.

Note: For programs with significant funding and participant data, it is possible to do a bulk import of the data for your submission using an Excel spreadsheet. After logging in to the FEDS application, click on the “Import” button in the upper-right corner and you will find a link to a specially formatted Excel spreadsheet template. Refer to the directions on uploading data on **page 8** for details on using the template.

Conclusion

- For additional details, please refer to the next section entitled “Detailed Data Collection Instructions for Distribution to Departments and Agencies” and the official FEDS II Use Guide located at <https://feds.iawg.gov/Help>.

Please contact IAWG staff at IAWGMail@state.gov should you need technical assistance.

Detailed Data Collection Instructions for Departments and Independent Agencies

IMPORTANT INFORMATION

The 2026 reporting cycle is for FY 2025 data from October 1, 2024, through September 30, 2025.

Please use the IAWG's web application, [FEDS II](#), for data entry. To request a FEDS II system account and receive training, or for help with any part of this worksheet, please contact the IAWG staff via email: IAWGMail@state.gov

This worksheet is intended to aid program contacts managing the data collection for their department, agency, and/or bureaus.

What is the IAWG?

The Interagency Working Group on U.S. Government-Sponsored International Exchanges and Training (IAWG) was established in 1997 to make recommendations on improving the coordination, efficiency, and effectiveness of U.S. Government-sponsored international exchanges and training. The IAWG consists of five statutory members – the Departments of State, Defense, Education, Justice, and the United States Agency for International Development – and is chaired by the Assistant Secretary of State for Educational and Cultural Affairs.

In addition to the statutory members, the IAWG consists of many other cabinet-level and independent federal agencies. The IAWG is tasked, among other things, to collect and analyze international exchange and training data and establish an information clearinghouse to share exchange and training program information among federal agencies. Over 60 federal entities contribute their data to the IAWG.

What is USG-sponsored international exchanges and training activities?

U.S. Government-sponsored international exchanges and training are defined as:

- Activities that involve the movement of people between countries to promote the sharing of ideas, develop skills, and foster mutual understanding and cooperation, financed wholly or in part, directly or indirectly, with U.S. Government (USG) funds.
- Activities occurring in-country or a third country while under the USG auspices.
- Exchange or training programs in which participants share information or develop skills by using distance learning programs or other technology-driven methodologies such as teleconferences, videoconferences, other media, and/or the Internet are included.
- Programs that use USG assistance only for coordination can also be considered U.S. Government-sponsored.

Exchanges are substantive contacts or mutually beneficial cooperative activities that increase understanding among individuals without requiring reciprocity.

Training consists of activities during which participants representing different levels of professional

expertise interact on an unequal basis in a formalized setting (resulting in a trainer/trainee scenario). “Training” implies a program expecting certain tangible outcomes such as knowledge and skills acquisition.

Please note that activities involving no USG funding, but involving USG human resources, facilities, or facilitation, should be counted. Besides exchanges, such as the Fulbright Program and the Woodrow Wilson International Center for Scholars Programs, provided below are examples of types of activities to be included/excluded in data collection. These examples are not all inclusive.

Collect data on:	Do not collect data on:
1 . International USG staff travel specifically undertaken for training of or collaboration with non-USG individuals. Examples: -- A USG representative travels to conduct seminars for professional counterparts or other designated audience. -- A USG representative travels for purposes of scientific collaboration with foreign counterparts. 2 . Non-routine briefings or meetings with foreign visitors for the purpose of knowledge or skills acquisition. Example: -- A foreign delegation requests a two-hour briefing by or meeting with one or more agency representatives covering a topic of mutual interest.	1 . Routine international staff travel not specifically undertaken for training of (or collaboration with) non-USG individuals. Examples: -- A program officer travels to Ukraine, Russia, and Belarus to hold focus groups to determine the impact of funded programs on target populations. -- Agency staff travel to perform administrative functions at a USG-sponsored conference. -- Senior staff travel for representational purposes or to hold consultations with USG offices. 2 . Travel for training in which the trainer and trainee are either USG staff or USG contractors. Examples: -- A USG-contracted computer specialist travels to Europe

(Exception: If conducted in the United States, the USG briefers are not counted— only foreign participants.) 3. International travel by USG staff to receive training from a non-USG entity. Examples: -- Staff travel to a foreign university for a two- semester course of study to enhance professional capabilities in a specific skill area. -- A professional staff exchange occurs between counterpart government agencies involving internships, job shadowing or other training experiences.	to train regional Embassy staff in the use of a new data management system. -- USG staff travel to receive language training at a Foreign Service Institute facility overseas. 3. Events or activities for which the participants are unknown. Example: -- The embassy sponsors a high-profile event in a soccer stadium that reaches thousands of people, but they do not know who the people are and do not track them either. Therefore, while that event may constitute a highlight, the unknown participants would not be counted as part of an exchange activity.
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The primary method for data entry is via the FEDS II web application: <https://feds.iawg.gov>

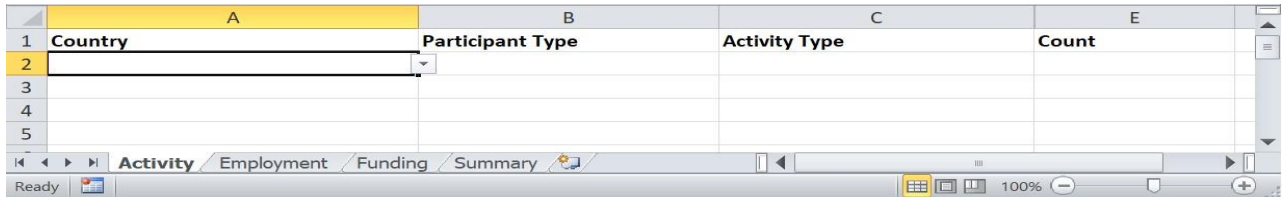
- If you **can** access FEDS II, you can enter all your data directly into the application **OR** you can enter some narrative data in the application and use the Excel file to import the Activity, Employment, and Funding data directly into your program (see below).
- If you cannot access the web application, please contact the IAWG Staff via email at: IAWGMail@state.gov.

Note: If you have an internal data collection system which includes the required data for the IAWG, you may coordinate with your Technical Support team to get the Excel file updated, thus alleviating the need for you to enter the data manually.

How to Upload Participant and Funding Data Using a Microsoft Excel File

You will be provided an Excel file that can be filled out and uploaded into FEDS II. Please note that the Excel file only supports the Activity, Employment, and Funding portion of the program submission. **You will still need to login to the FEDS II website and enter the remaining portion of the submission** (e.g., program description, contacts, categories, strategic goals).

The Excel file provides four worksheets, as shown below, to enter Activity, Employment, and Funding data as well as a Summary of totals.



	A	B	C	E
1	Country	Participant Type	Activity Type	Count
2				
3				
4				
5				

Select Country:

The country column provides a dropdown list of all countries and regions. **Only these approved country and regional names can be uploaded into the FEDS II web application.** Non-country specific options are also available.

- If one participant (usually a U.S. participant) travels to multiple countries in a region (such as a single trip to conduct training in several countries in South America, for example), you can attribute this person to, in this case, a *Western Hemisphere Regional* program.
- Choose *South Asia Unspecified*, for example, when the program involves South Asian countries, but you have no country-specific data.
- Choose *Near East Regional*, for example, when you know you have a program that is regionally focused in the Near East but there is no country-specific data available on it **OR** when a single U.S. participant travels to multiple countries in that region as part of a program.
- Non-country specific choices can also be used in the funding worksheet.
- If you cannot determine the origin or destination of the participant(s), select *Unattributable* from the Country List table that appears below.

Select a Country from the dropdown list:

A	B	C	E
Country	Participant Type	Activity Type	Count
Afghanistan			
Akrotiri			
Albania			
Algeria			
American Samoa			
Andorra			
Angola			
Anguilla			

You must enter a country as many times as needed for each Activity type (for example, if you enter two U.S. and three Foreign Participants, with different activities, you will enter the country multiple times) as shown below and then enter the respective counts for each.

A	B	C	E
Country	Participant Type	Activity Type	Count
Afghanistan	US Participant	Agriculture	2
Afghanistan	Foreign Participant	Administration of Justice	0
Afghanistan	US Participant	Agriculture	3
Afghanistan	Foreign Participant	Agriculture	1

Select U.S./Foreign Participant Type:

A	B	C	E
Country	Participant Type	Employment Type	Count
Afghanistan	US Participant		
Afghanistan	US Participant		
	Foreign Participant		

Select U.S. or Foreign Participant(s) and then select the required Activity type(s).

Select Field of Activity Type:

A	B	C	E
Country	Participant Type	Activity Type	Count
Afghanistan	US Participant	Agriculture	2
Afghanistan	Foreign Participant	Administration of Justice	0
Afghanistan	US Participant	Agriculture	3
Afghanistan	Foreign Participant	Agriculture	1

If you missed a Participant or Activity type after having moved on to entering data or other countries, simply add the missed data in the next available row.

Fields of Activity List:

The following fields of activity are provided in the Excel dropdown. Select those that best describe the program activity of the participants for each country.

Administration of Justice
 Agriculture
 Architecture, Urban Planning, and Development
 Arts and Humanities
 Business
 Communications
 Computer Science/Technology
 Construction and Manufacturing
 Education
 Energy
 Engineering
 Environment/Conservation
 Foreign Languages/Area Studies/Cultural and Minority Studies
 Labor
 Law
 Library Science
 Medicine and Public Health Military Science
 Public Administration Sciences and Mathematics
 Social Sciences
 Sports, Recreation, and Leisure
 Transportation

Select Employment Type:

Select U.S. or Foreign Participant(s) and then select the Employment Type(s):

	A	B	C	E
1	Country	Participant Type	Employment Type	Count
2	Afghanistan	Foreign Participant	Artists and Athletes	2
3	Afghanistan	US Participant	Labor Professionals	0
4	Afghanistan	Foreign Participant	Artists and Athletes	0
5	Afghanistan	US Participant	Labor Professionals	6

You must enter a country as many times as needed for each Employment type (for example, if you enter two U.S. and six Foreign Participants, with different employment types, you will enter the country multiple times) and then enter the respective counts for each Employment type as shown below:

	A	B	C	E
1	Country	Participant Type	Employment Type	Count
2	Afghanistan	US Participant	Artists and Athletes	2
3	Afghanistan	Foreign Participant	Artists and Athletes	0
4	Afghanistan	US Participant	Labor Professionals	0
5	Afghanistan	Foreign Participant	Labor Professionals	6

If you missed a Participant or Employment type after having moved on to entering data for other countries, simply add the missed data in the next available row.

Employment Types List:

The following employment type(s) are provided in the Excel dropdown - select those that best describe the employment type(s) of the participants for each country.

Agricultural Professionals
Artists and Athletes
Elementary/Secondary School Students
Elementary/Secondary School Teachers/Staff
Government Representatives
International Organization Representatives
Important Political Figures (not properly classified elsewhere)
Labor Professionals
Media/Communications Professionals
Medical Professionals
Military Representatives
Non-Profit Organization Professionals
Other Education/Academic
Private Business Professionals
Religious Professionals
Researchers (non-academic)
Scientists/Technologists
University Administrators
University Teaching Staff/Researchers
University Graduate Students
University Undergraduate Students

Enter Funding Source Data:

Identify each funding source name and amount by country for the reported fiscal year. Enter **\$0** if you know specifically that there were no funds used for the funding source type category.

There are six funding source types:

- **Department/Agency Appropriation:** Amount appropriated to your Department/Bureau or other related agency and obligated for the reported program. **This funding source type is required and *must* have a \$ value. Please enter the dollar amount or enter “0” dollars.**
- **Other USG Transfer:** Funds transferred to your Department/Bureau from a different federal government department or independent agency for the implementation of the reported program. **This funding source type is required and *must* have a \$ value. Please enter the dollar amount or enter “0” dollars.**
- **International Organizations:** Includes both direct costs and in-kind contributions provided by international organizations.
- **Foreign Governments:** Includes both direct costs and in-kind contributions provided by

foreign governments.

- **U.S. Private Sector/Personal:** Includes both direct costs and in-kind contributions provided by the U.S. private sector and/or personal funds of U.S. participants.
- **Foreign Private Sector/Personal:** Includes both direct costs and in-kind contributions provided by the foreign private sector and/or personal funds of foreign participants.

Note: Direct costs and in-kind contributions include direct cash and/or the estimated value of such things as airline tickets, tuition waivers, housing, meals and incidentals, equipment, books and other materials, staff services, honoraria, insurance, etc.

Select Funding Source Type:

You must enter a country as many times as needed for each Funding Source type, as shown below:

	A	B	C	D
1	Country	Funding Source Type	Funding Source Name	Amount
2	Afghanistan			
3	Afghanistan	Department/Agency Appropriation		
4	Afghanistan	Foreign Government		
5	Afghanistan	International Organization		
6	Afghanistan	Other USG Agency Transfer		
7		Private Sector/Personal (Foreign)		
8		Private Sector/Personal (U.S.)		

For each funding source type enter the source name and amount:

	A	B	C	D
1	Country	Funding Source Type	Funding Source Name	Amount
2	Afghanistan	Department/Agency Appropriation	Department of State	750000
3	Afghanistan	Other USG Agency Transfer	USAID	1000000
4	Algeria	Department/Agency Appropriation	Department of State	25000
5	Algeria	Other USG Agency Transfer	None	0
6	Burundi	Other USG Agency Transfer	UNESCO	10000
7	Burundi	Foreign Government	Department of State	3000000
8	Burundi	International Organization	USAID	50000

Important Notes: You are required to report whether or not your program received Department/Agency Appropriations and Other USG Transfers.

Be consistent in reporting Funding Source Names – use full name for Department, Country name for Foreign Governments, etc.

Review:

The Summary worksheet displays as shown below:

Program Submission Summary				To refresh this page, select the "Data" menu above and press "Refresh All".			
This page automatically totals up your data to give you a summary for each sheet (Activity, Employment, and Funding). (Please do not try to modify this page)							
Activity Summary				Employment Summary			
Sum of Count	Column Labels			Sum of Count	Column Labels		
Flow Labels	US Participant	Foreign Participant	Grand Total	Flow Labels	US Participant	Foreign Participant	Grand Total
Afghanistan	5	1	6	Afghanistan	2	6	8
Administration of Justice		0	0	Artists and Athletes	2	0	2
Agriculture	5	1	6	Labor Professionals	0	6	6
Grand Total	5	1	6	Grand Total	2	6	8
Funding Summary							
Flow Labels	Sum of Amount						
Afghanistan	\$1,750,000.00						
(Blank)							
Algeria	\$25,000.00						
Department/Agency Appropriation	\$25,000.00						
Other USG Agency Transfer	\$0.00						
Burundi	\$3,060,000.00						
Foreign Government	\$3,000,000.00						
Other USG Agency Transfer	\$60,000.00						
International Organization	\$50,000.00						
Grand Total	\$4,835,000.00						

Next steps:

- Once you have validated your participant numbers and total funding, **save, and close** the Excel file.
- As shown in the example above, the total number of U.S. and Foreign Participants should match for Activity and Employment.

Note: Please log into the FEDS II web application to import the Excel file. After importing the data, finish completing your program and “submit” your data to the IAWG.

Note: If you have received this email in error or you no longer have international exchanges and/or training data in your portfolio, please contact us at IAWGMail@state.gov. We depend on all users to help keep the IAWG Contacts current.