

## **International Faculty Grants Program Information Sheet**

The International Faculty Grants Program aims to support the development, by UNF faculty and staff, of international transformational learning opportunities (TLOs) for UNF students. These grants are an integral component to fulfilling the University's commitment to offering each student an individualized educational experience, including opportunities to participate in life-changing experiences such as study abroad. For the 2009-2010 academic year, approximately 8 grants will be awarded to fund proposals that seek to develop new opportunities for UNF students to have an international educational learning experience.

Strongly encouraged are proposals with an interdisciplinary focus and that come from departments which are under-represented in international or study abroad activities. Proposals will be accepted from all levels/ranks of faculty and staff.

IFGP awards are non-renewable and do not exceed \$2,500. Following is the category of proposal type that will be considered:

### **Faculty International TLO / Study Abroad Development Proposal**

(individual grants up to \$2,500; total amount to be awarded is \$20,000) - Awards are made to help offset international travel costs for University faculty. Proposals to travel anywhere outside the United States will be accepted. Airfare or other travel requests must be economical and realistic. It is the aim of the awards committee to provide lowest-cost round-trip airfare and accommodations. Travel to countries under a U.S. Department of State travel advisory will not be approved. Types of travel may include, but are not limited to, the following:

- Travel to develop new short-term or semester-long study abroad programs for students. Funding would be used to visit the site of the proposed program, set up student housing, develop local contacts, and make other arrangements necessary to implement such a program.
- Travel to develop collaborative links between UNF faculty and their counterparts in overseas institutions for new study abroad and/or exchange opportunities for students. Funding would be used to visit the potential partner institution, meet interested parties, and have face-to-face discussions on program options.

### **The following requests will NOT be considered:**

- Retroactive funding of trips already taken or currently underway at the time of the announcement of awards;
- Trips for the purpose of attending or presenting a paper at an international conference or trips for research purposes.

**Eligibility:** International TLO / study abroad development grants are available for faculty only. Applicants must be regular UNF faculty or staff members, as appropriate, with at least a .5 FTE and a 9- to 12-month appointment. Emeritus, visiting, courtesy, adjunct, or temporary faculty are not eligible. Proposals from tenured or tenure-track faculty will be preferred.

### **Criteria to be considered:**

1. It is required that the proposal clearly and effectively demonstrates that the applicant is qualified to lead the proposed program.
2. Impact of Proposal (50%) - Is this a proposal which will provide immediate and long term benefits to UNF? Will it increase the study abroad opportunities for UNF students? Does the

proposal indicate significant engagement on the part of UNF students in the planned activity? Will there be planned interaction between UNF students and host country nationals? Will a good number of UNF students be involved in this program (in contrast to only a few)? Is there a strong probability of program implementation and/or continuity if this proposal is funded? Is there evidence of positive departmental support for the proposed program?

3. Quality of Proposal (40%) - Does the proposal articulate a well-thought-out plan for developing a study abroad course or an on-campus international program? Does the proposal contain creative ideas with a credible, appropriate approach? Is the budget thought out and realistic?
4. Cost-Sharing (10%) - Is there any real cost sharing in the proposal (in contrast to a statement of "potential" or "possible" sources of additional funds)?
5. In the case of a tie between any faculty proposals, junior level faculty will be given preference.

**Application:** Application packet must include:

1. A completed and signed application form;
2. A two-page (maximum), single-spaced proposal addressing each of the evaluative criteria including explanation of why the applicant is qualified to lead such a program, and other relevant information such as local support;
3. A one-page itemized budget and justification for each budget item;
4. Supporting documentation (internet, e-mail, or faxed quotes) on the listed costs for each budget item, such as airfare, lodging, local transportation, etc.
5. Copy of CV (five pages maximum).

Documents provided other than those requested above will not be included for Selection Committee review.

**Implementation:** Recipients will work with the International Center to implement the programmatic aspects of the proposal:

- Since grant funds are Fiscal Year 2009-2010 funds, faculty travel is recommended to be completed before the close of the current Fiscal Year, i.e., June 30, 2010. Travel may occur after July 1, 2010, with adequate notice and some additional processing.
- All travel authorization requests (TARs) will be processed through the International Center. It is the grantee's responsibility to ensure that all relevant information is obtained and that the TAR is finalized and submitted for approval at least three weeks before travel.
- All travel vouchers will be processed through the International Center. Awardees **MUST** provide all needed voucher items (actual travel dates/times, receipts, supporting documents, etc.) to the International Center within 2 working days of completion of travel, so that the finished voucher can be submitted by 5 days of completion of travel, following the procedures/requirements of the Controller's Office and the Travel Office.

**Reporting:** Within 30 days of completing the funded activity, grantees will be required to submit a narrative report (2 pages maximum) of the trip to the International Center. Reports not submitted in a timely manner will render the grant recipient ineligible for future grants.

**Submission:** Application packets (original hard-copy, unstapled, binder clip only) should be submitted to Dr. Tim Robinson, Director, International Center, at Bldg 58E / Room 2300 by **5:00 pm, Monday, November 9, 2009**. Applications will be reviewed by a committee of the International Council and recommendations forwarded to Vice President Mauricio Gonzalez who will make the final selection. Awards are anticipated to be announced before the Thanksgiving holidays.