

**REQUEST FOR PROPOSALS
INTERNATIONAL SEMINAR SERIES**

ISU International Seminar Series

The Office of International Studies and Programs (OISP) requests proposals for the Fall 2017 and Spring 2018 International Seminar Series. We invite applications for semester-long international seminars focused on global, comparative, or trans-area international themes. International Seminar Series applications should be submitted by at least two individuals who are members of the faculty and/or academic staff affiliated with different academic programs.

Funding

OISP will provide a start-up budget of up to \$20,000 per semester to cover expenses associated with the series. Funding can be used to bring in outside speakers, run symposiums, fund video conferencing, or promote events related to the international seminar theme. Funding cannot be used to purchase equipment. Funding must also be used to cover expenses such as the weekly lunch buffet, room and equipment reservations, promotional materials, as well as travel expenses for outside speakers. Typically, events are held weekly from 12:00 – 1:00pm on Wednesdays. OISP will serve as the administrator of these seminars unless a specific request is made otherwise.

Proposal Guidelines

- Cover page with names of faculty leaders; departmental affiliations; seminar theme; and contact information
- Four-page proposal, describing the theme to be explored and its significance
- Expected outcomes
- Names of possible faculty participants on campus
- Proposed speakers from outside and topics they may cover
- Proposed budget, including sources of supplemental funding if available
- Indication that support for the International Seminar Series was received from at least two sponsoring programs

Evaluation Criteria

- A global, comparative or trans-area international theme
- Possible topics and speakers
- The importance and originality of the theme
- Expected outcomes from the international seminar
- The interdisciplinary makeup of the seminar leaders and participants
- The extent to which the initiative builds on or links up with existing global or international programs and initiatives on campus
- Possible impact on the ISU undergraduate curriculum

Application and Selection Process

Proposals should be submitted electronically in PDF format to Dr. Luis Canales at la canal@ilstu.edu no later than 4:00 p.m. on March 15th, 2017. A five-member committee will review and recommend to the director the most promising proposals. Four committee members will be nominated by the International Studies Advisory Council (ISAC). An OISP representative will serve as the fifth member of the committee. Faculty serving in leadership roles in the International Seminar Series applications may not serve on the evaluation committee. The selected proposals will be announced on or before April 3, 2017.