



OFFICE OF
**INTERNATIONAL STUDIES
AND PROGRAMS**
Illinois State University

REQUEST FOR PROPOSALS
2019-20 INTERNATIONAL SEMINAR SERIES

ISU INTERNATIONAL SEMINAR SERIES

The Office of International Studies and Programs (OISP) requests proposals for the 2019-20 International Seminar Series. We invite applications for semester-long international seminars focused on global, comparative, or trans-area international themes. Typically, series events are held weekly from 12:00 – 1:00pm on Wednesdays. An interdisciplinary team of faculty and/or academic staff will coordinate the seminars. OISP will serve as the logistical and administrative coordinator unless a specific request is made otherwise.

NUMBER OF AWARDS

Two awards of up to \$20,000 each will be granted –one award for Fall 2019 and the other for Spring 2020.

ELIGIBLE EXPENSES

Funding may be used to bring in outside speakers, run symposiums, fund video conferencing, or promote events related to the international seminar theme. Funding must also be used to cover series-related expenses such as the weekly lunch buffet, room and equipment reservations, promotional materials, as well as travel expenses for outside speakers. *Funding cannot be used to purchase equipment or to pay for salaries/stipends of the coordinators.*

PROPOSAL GUIDELINES

- Five-page proposal, including the following:
 - Description of the theme, including rationale for its selection
 - Expected learning outcomes
 - Detailed descriptions of potential topics and speakers (13 lectures per semester)
 - Estimated budget, including sources of supplemental funding (if available)
- Support letters from participating academic departments

PROPOSAL EVALUATION CRITERIA

- A global, comparative or trans-area international theme
- Explicit link to the 2018-23 Illinois State Strategic Plan –Educate, Connect, Elevate
- Relevance of expected learning outcomes
- Relevance of potential topics and speakers
- Itemized budget and budget narrative
- Submission by an interdisciplinary team of at least two faculty and/or academic staff members



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APPLICATION DEADLINES

- Fall 2019 International Seminar Series: January 31, 2019
- Spring 2019 International Seminar Series: June 15, 2019

SELECTION PROCESS

A five-member committee will review applications. Three review committee members will be nominated by the International Studies Advisory Council (ISAC) and two OISP representatives will serve as the remaining members of the review committee. Award announcements are expected within 4 weeks from the application deadline.