

## Faculty-Led Study Abroad Program Development Grant

The Office of International Studies and Programs has established a grant to support the creation of new faculty-led study abroad programs targeted to run in Summer 2020 or Spring Break 2020.

### Overview

This grant will support costs associated with development and implementation of new study abroad programs which would run for the first time during Summer 2020 or Spring Break 2020. Two grant categories are available:

1. Three grants for up to \$2,500 each will be awarded for individual proposals that seek to develop new faculty-led study abroad programs.
2. Two grants for up to \$5,000 will be awarded to a proposal seeking to develop a new theme-based interdisciplinary faculty-led study abroad program.
  - a. The credit-bearing course(s) must be team-taught by at least two faculty members from different academic departments. (For example, the program theme is human trafficking issues and the two courses offered focus on two different perspectives/disciplines such as criminal justice and economics.)

### Proposal Deadline

- March 1, 2019

### Approved Usage for Grant Monies

- Site/safety visit (Faculty Director travel expenses - airfare, lodging, per diem in accordance with [ISU travel policies and procedures](#). )
  - a. (Guidelines for Accompanying Family Members applies to the site visit supported by this grant. Please see the [Faculty Director Handbook](#) for more information.)
- Expenses for program marketing activities and events. (Banner, flyers, re-entry event, promotional events, etc.)
  - a. Faculty salaries/stipends are not supported through grant monies
- Faculty Director travel expenses during the implemented study abroad program (airfare, lodging, per diem in accordance with [ISU travel policies and procedures](#). This aids in reducing the program cost for participants)

### Preference for awards will be given to grants that meet the following criteria:

- Program is designed for a minimum student cohort of 15 participants
- Sponsoring departments/schools that do not have any existing study abroad programs

### Eligibility

- Tenured and tenure-track faculty (regardless of rank)

### Awards

- Individual program awards will be up to \$2,500, interdisciplinary awards will be up to \$5,000 (travel expenses will be on a reimbursement basis)
- All ISU travel policies, ISU Code of Ethics, ISU Purchasing regulations, tax regulations, export control regulations apply to awards.

## Application

- Cover letter (1 page)
  - The cover letter is aimed to be brief overview of the grant proposal.
  - For interdisciplinary proposals, include a statement on the program theme and how the course will collaborate with each other when students are abroad.
- [Completed Study Abroad Faculty-Led Program Proposal](#)
  - Includes proposal narrative, tentative course syllabi, tentative itinerary, and tentative program budget
- Itemized Grant Budget and Budget Narrative (2-page limit)
- Letter of support from Department Chair or School Director
  - (for collaborative/interdisciplinary proposals, letters of support from Department Chairs or School Directors of both faculty members)
- *If applicable*, tentative timeline for site/safety visit (site visit must occur by July 1, 2019)

## Important Dates/Deadlines

- Submission – Grant proposals are due February 1, 2019. To submit, please send the entire application as one PDF file to Samantha Potempa, [shpotem@ilstu.edu](mailto:shpotem@ilstu.edu)
- Notification – Notification of awards will be sent by May 1, 2019
- All expenses associated with grant supported initiatives/activities must be used by August 15, 2020. Carry-over of grant funds is not permitted after this date.
- All costs expended for the grant must be submitted for reimbursement by August 30th, 2019.
- Outcomes report - A brief summary of project outcomes (1-2 pages) is due to the Director of the Office of International Studies and Programs within 45 days of completion of the program for all grant awardees.

## Selection Process

- Proposals will be evaluated by a committee comprised of members of OISP staff and [International Studies Advisory Committee](#) (ISAC). Committee members will not judge awards from their own department/school. Final judgments will be made based on rated overall project quality, alignment with grant purposes and preferences, and contribution to the international mission and goals of Illinois State University

## Outcomes Report

- A one to two page outcomes report is due to Dr. Luis Canales, Director of OISP, within 45 days of the return from the event/activity requiring travel. The report should summarize the activities completed and provide primary outcomes achieved by the grant award
- If requested, a willingness to present information about the funded project to university-wide audience at the CTLT Symposium or any other international event (e.g., international education week)
- Publication of a summary of the project and outcomes in OISP newsletter (or other ISU media venue - if requested by OISP)