

Faculty-Led Short-Term International Travel Program
Grant Application & Proposal Information: 2016

PROGRAM & BUDGET PROPOSAL

Please submit your Application & Proposal to:

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STRATEGIC GOAL:

Indiana State University's Strategic Plan calls for doubling the percentage of Indiana State University students who participate in an international experience by year 2017. To achieve this goal, funds have been made available to support faculty and their students in short-term faculty-led study abroad programs. By providing opportunities for brief, faculty-led international experiences, ISU hopes to encourage undergraduate students to consider studying abroad for longer periods – a summer, semester, or an academic year. Grants to fund faculty and students travel will be awarded through this program and on a competitive basis. Requests for proposals will be announced every year for a spring competition for travel during the following calendar year. In future years, additional competitions may be announced depending on funding availability. Successful programs are expected to benefit students and contribute to the achievement of the University Strategic Plan. Proposals for this grant are reviewed by a committee of faculty appointed by Director of the Center for Global Engagement.

ELIGIBILITY:

Indiana State University Faculty

Tenured, tenure-track teaching, special purpose, and full-time temporary faculty are eligible to apply for this grant. The eligible applicants are required to submit a curricular proposal and budget to the Center for Global Engagement. The proposal must be approved by the faculty applicant's dean and department chair.

Students

Both undergraduate and graduate students are eligible to participate in the program. If a proposed travel seminar will include undergraduate and graduate students and graduate credits are available, the faculty applicant needs to explain in the curricular proposal what additional course work will be required for graduate credit. Students must be enrolled in a regular course for a minimum of 3 credit hours. This can be through a semester-based course with the international travel taking place during spring break or in the Spring/Summer (May-July), or students would enroll in 3 credit hours during summer I (or II) with both the course and travel taking place during a Summer term.

DEADLINE for GRANT PROPOSALS:

The deadline for a completed and fully signed application/proposal to the Center for Global Engagement is **April 10, 2015** for the calendar year **2016 Travel**.

PROPOSAL FORMAT:

In order to facilitate and expedite the review of proposals, the applicant must submit the following:

1. *Application Form***2. *Abstract*** (a concise description of the proposed program in 300 words or less)**3. *Project Narrative:***

- a. Title of program and course(s). Include dates of program and names of countries and cities to be visited
- b. Course number(s) and number of credit hours earned by participants
- c. Academic coursework objectives
- d. Outline of course, including pre- and post-travel class sessions (tentative dates and content) and all graded components
- e. Discuss how students' performances will be evaluated
- f. Purpose of travel component
- g. Required text(s)
- h. Proposed itinerary
- i. Total cost (what is and is not included in the program cost?)
- j. Name of and contact information for third party travel affiliates
- k. Risk Management Protocol: Health and Safety issues
- l. Cancellation procedure including refund protocol

4. *Proposed Budget*

All program budgets will be reviewed by the Committee and approved by the Director of CGE. Faculty applicants are required to use the enclosed Budget Form to determine program cost and submit it with their proposal.

5. *Other Documents or Appendices:*

Attach letters of support, letters of invitation from international partners or hosts, estimate from travel affiliates, and evidence of support from department and other units on campus.

ALLOWABLE COSTS:

Costs up to the amount awarded for airfare, lodging, meals, land transportation, visa fee, and insurance are allowable. The need for each item requested should be clearly justified. All reimbursements must be in accordance with ISU travel policies.

The minimum enrollment is determined in consultation with your chairperson and dean. Ordinarily, recipients of the faculty-led travel are expected to have no fewer than 6 enrolled students (although the minimum may vary based on college guidelines) with 10 or more students being ideal. The maximum enrollment should not exceed resources and/or the capacity for faculty to provide appropriate supervision. Please contact the CGE Assistant Director Faculty Initiatives if you have questions concerning the minimum number of students an experience should have.

CRITERIA FOR EVALUATION:

Soundness and significance of the proposed project, how well the proposal addresses the following criteria:

1. Learning objectives for the course and travel component and how well the travel component is integrated with the course objectives
2. Clear pre-departure and post-program component
3. To what extent the expected outcomes of the program will benefit the students

FINAL REPORT:

A full report must be submitted to CGE within **45 days** of completion of the faculty-led short-term program. Failure to submit this report within the time frame indicated will jeopardize future faculty-led funding including faculty travel grants.

The final report will include the following:

1. Title of program, location, name(s) of instructor(s), and dates of program
2. Purpose of the program: Note relation of the program to department, college and university missions.
3. Description of the program: Write a brief description of the program, noting significant events and including such information as transportation and lodging arrangements, cost, brief description of daily routing and site(s) visited, etc. In what ways did the program depart from your original proposal?
4. Result of the program: Discuss the distinctive features that contributed to your success in reaching program objectives. Discuss also any shortcomings of the program as well as the participants' perceptions, impressions and misgivings.
5. Final Student Participants Roster: To include: Name/991#, Enrolled Course Information (Attach a list of participant names as Appendix A.)
6. Success of the program: In the academic/educational component of the program, did you accomplish what you outlined in your proposal?
7. Faculty evaluation of program: Write your personal evaluation of the overall success of the program. Include unexpected problems (such as medical emergencies) and how they were handled, whether or not participant expectations were fulfilled, etc.
8. Conclusion and Recommendations: Note two or three strengths of the program that might be repeated in future programs. Note two or three challenges that could be changed in future programs.

AWARDED FUNDING ANNOUNCEMENTS:

Awards will be made by the Director of CGE based on the recommendations of the Faculty-Led Review Committee, and subject to availability of funds. Awarded proposals will be announced by **May 1st, 2015**. Travel grants monetary awards will be determined by **July 2015**.

PROGRAM BUDGET WORKSHEET

Because Faculty-Led programs are typically short in duration and most student budgets are tight, a well-thought out budget is a crucial. Ideally, the cost per student should be \$2,000 - \$3,500. The cost per student should not exceed \$4,000. Please also take in to consideration, students must pay tuition.

ESTIMATE OF FACULTY DIRECTOR COST:

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Transportation to/from Airports: (Domestic)	\$
Transportation to/from Airports: (International)	\$
Land Transportation (Guided ,Shuttle, Bus, Train)	\$
Excursion w/Group	\$
Operations	\$
Other (please list)	\$
<i>Total Faculty Cost</i>	<i>\$</i>

Total faculty cost divided by the number of student participants = _____

ESTIMATE OF GROUP COSTS:

<i>EXPENSES</i>	<i>COST</i>
Classroom/Program Facilities Rental	\$
Guest Lecturers/Instructors (Honoraria)	\$
Airport Transport for Group (if applicable)	\$
Other (please list)	\$
<i>Total Group Cost</i>	<i>\$</i>

Total *group cost* divided by the number of student participants = _____

ESTIMATE OF STUDENT COSTS:

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals (if meals are not included in the program cost, they should not be included here. They will be a separate expense. You may choose to include some, but not all, meals.)	\$
Insurance (HTH Worldwide) approximate cost per week= \$30(Location and Age is a factor in cost)	\$
Expenses related to Excursions, Museum admission, supplies, etc.	\$
Faculty Director Expense (Take the total "Faculty" cost and divide by the number of participating students)	\$
Group Cost Expense (Take the total "Group" cost and divide by the number of participating students)	\$
Other (please list)	\$
	\$
	\$
<i>Total Per Student Cost</i>	\$



Indiana State University

Faculty-Led Short-Term International Travel Program Grant Application Form

Application Deadline: April 10, 2015

Application must Include:

1. Grant Application Form
2. Proposal
3. Budget

For Office Use Only:

Date Received _____ Complete ☐
_____/_____/____ Incomplete ☐

Faculty Leader Information

Name (Print) _____ Phone _____ ☐ Tenure-Track Teaching Faculty

☐ Tenured Faculty
Department/Center _____ School/College _____ ☐ Full-time Teaching Faculty

☐ Special Purpose Faculty
Signature _____ Date ____/____/____

Proposed Course and Student Information

Program Information:

Proposal Title _____

Course Title _____

Course Number _____

- ☐ Course Developed for Study Abroad ☐ Required for Major
☐ Required for Foundational Studies ☐ Elective Course

Travel Dates:

____/____/____ FROM: TO: ____/____/____

City/Cities to be visited

Country/Countries to be visited

Amount Requested Per Student: _____

Total Amount Requested: _____

Student Information:

Minimum Number of Students for the Program _____

Maximum Number of Students for the Program _____

- ☐ Both Graduate and Undergraduate Students
☐ Undergraduate Students Only
☐ Graduate Students Only

University Approvals

Name (Print) _____ Signature _____ Date ____/____/____

Department Chair _____

College Dean _____

Center for Global Engagement _____
_____/____/____

Recipients of awards commit to provide a full report to the Center for Global Engagement (CGE) on how travel met the criteria and that follows the format specified in the grant's guidelines within 45 days of completion of the faculty-led short-term program