



## Global Education Faculty-led Program Site-Visit Grant Application Academic Year 2019-2020

### About the Grant:

- The purpose of the Global Education Faculty-led Program Site-Visit Grant for 2019-2020 is to support faculty travel to international destinations to conduct a site visit for a future faculty-led study program.
- Applicants are expected to coordinate with the Center for Education Abroad and Away to prepare for the site visit.
- A maximum of \$1,000 per proposal is available for a travel grant and applicants are encouraged to seek and demonstrate they have access to matching funds.
- Preference will be given to proposals submitted by first-time applicants, and to returning applicants who have demonstrated success in delivering faculty-led programs as a result of a previous Global Education travel grant.

### Eligibility:

All faculty, except adjunct faculty, are eligible to apply for a Global Education Faculty-led Program Site-Visit Grant. However, fixed-term faculty members are not eligible to receive a grant during their final term of employment.

### Deadlines:

1. **April 19, 2019** for grant-sponsored activities occurring between July 1 - December 31, 2019
2. **October 4, 2019** for grant-sponsored activities occurring between January 1 - June 30, 2020

Applications must include evidence (date-stamped) that they were received in the Office of the Provost (WA315) by the respective deadline date.

### Application Process:

- Applicants should deliver fully completed application forms to the Office of the Provost, attention to the Dean of Global Education (WA315), by the application deadline.
- Applicants should include a written statement that addresses each of the considerations identified in the selection criteria.
- Applicants must complete the budget information included in the application form and provide documentation to support cost estimates.
- **Applications must be received before the event occurs.** No application will be considered if the application is received after participation in the activity. Please be aware that if faculty submit an application and incur an expense before being notified of funding, they may be responsible for the expense if the grant is not approved.

### Review Process:

Applications will be distributed to members of the Global Education Advisory Council. Council members will individually review applications using the Global Education Faculty Grant Evaluation Form included below. After reviewing the applications, the members will convene to select award recipients. Awards will be made based on the evaluation criteria established for the grant and based on availability of funds.

### Award Information:

- Grant recipients agree to return to Minnesota State University, Mankato for one semester following the grant period. If the recipient does not return to MSU, the grant shall be repaid in full upon separation of service.
- Following the grant period, each grant recipient shall submit a site-visit evaluation form and be available to share the outcomes of the trip in a GEAC meeting and/or with the staff in Global Education.
- Reports will be posted to the Global Education website. (See the website linked through the Global Education home page.)
- The deadline for submission of expenses is within **5 days** after completion of the project for which the grant was awarded, except for expenditures in the last month of the fiscal year which must be processed according to State of Minnesota guidelines. Claims submitted later may not be honored. There may be tax implications (see timely submission link at <http://www.mnsu.edu/busoff/travel/news/051208.html>.)
- Expenditures beyond the award will not be reimbursed through the grant.
- The State of Minnesota guidelines for lodging, meals, and transportation will be observed. See expense reimbursement link <http://www.mnsu.edu/busoff/travel/expensereimburse/ifo.html>.
- When a grant is awarded, an individual cost center will be created for the applicant. Global Education will include this cost center in the award letter. This cost center should be used on reimbursement forms when the applicant is submitting their receipts to Global Education.

# **Global Education Faculty-led Program Site-Visit Grant Proposal Evaluation Form**

Applicant: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Please score and provide rationale for each of the following categories. Please circle the number which best describes your assessment. Base your answers on this scale:

O = Low, 1 = Fairly Low, 2 = Medium, 3 = Fairly High, 4 = High.

## **Special Preference for Applications:**

First-time grant application Yes    No

Returning application with evidence of success in previous faculty-led program/s. Yes    No

## **2. Applicant statement addresses key selection criteria \_\_\_\_\_ Points**

	<b>Low</b>				<b>High</b>
Applicant's interest in exploring and developing a future faculty-led program is well-articulated and reasonable.	0	1	2	3	4

	<b>Low</b>				<b>High</b>
Description of interest and previous involvement in study abroad/away, Global Education activities, campus internationalization, international students, language learning, cultural engagement, etc. is thorough and well-articulated, and demonstrates a reasonable foundation of the applicant's understanding of international education.	0	1	2	3	4

	<b>Low</b>				<b>High</b>
Description of previous experience with faculty-led programs is thorough and well-articulated (if applicable). If no previous experience, circle N/A.	0	1	2	3	4 (N/A)

	<b>Low</b>				<b>High</b>
Description includes a clear and complete statement of how the proposed international site-visit, related activities, and strategies to maximize the visit will contribute to:	0				4

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| a) a successful future faculty-led program   | 0 | 1 | 2 | 3 | 4 |
| b) a faculty-led program which complements from recent departmental faculty-led offerings. | 0 | 1 | 2 | 3 | 4 |

	<b>Low</b>				<b>High</b>
There is demonstrated potential for student interest in a proposed faculty-led program in the site visit location. Applicant demonstrates a plan to develop student interest in this potential faculty-led program.	0	1	2	3	4

	<b>Low</b>				<b>High</b>
	0	1	2	3	4
Rationale for why the university should invest in this professional travel for the applicant is sound and reasonable.					

### 3. Budget

	<b>Points</b>				
	<b>Low</b>				<b>High</b>
	0	1	2	3	4
Budget items clearly support grant activities and are reasonable and appropriate.					
Budget includes specific details about dates of travel and expenses.	0	1	2	3	4
Documentation of costs is included in the proposed budget.	0	1	2	3	4
Budget conforms to institutional guidelines.	0	1	2	3	4

### 4. Overall Project Evaluation

	<b>Points</b>				
	<b>Low</b>				<b>High</b>
	0	1	2	3	4
The application is readable, well-organized, grammatically correct, and understandable.					

**Overall Proposal: Which of the following three categories do you feel this project falls into?**

**A** Should be funded

**B** Possibly funded

**C** Not funded

Total Points\* \_\_\_\_\_

\*Total Points may be taken into consideration by the Council when comparing proposals of equal merit.