



## Global Education Curriculum Development Funding Award Application Guidelines

### Purpose and Amount

The award is designed to encourage faculty to integrate a global perspective into a new or existing course and to include educational outcomes that contribute to students' development of one or more of the following global competencies:

- (a) second language acquisition,
- (b) multicultural understanding,
- (c) intercultural communication, and
- (d) knowledge of the diversity present in the world's physical and cultural environment.

The award can be applied toward work on an existing course or on creating a new course. Applicants must submit a syllabus and include evidence the curriculum proposal (with a new course) has been approved by the department and college.

Faculty with successful proposals will receive a stipend of three duty days (whole duty days). Duty days are paid at each faculty member's rate (base salary divided by 168=duty day). In addition, applicants can request up to \$300 of instructional materials associated with the project if applicable.

### Eligibility

All faculty, except adjunct faculty, are eligible to apply for the award. However, fixed-term faculty members are not eligible to receive the award during their final term of employment.

### Deadlines

There are two application deadlines:

- For award-sponsored activities that occur between January 1 and June 30, the proposal deadline is the last Friday in October prior to the activity period.
- For award-sponsored activities that occur between July 1 and December 31, the proposal deadline is last Friday in March prior to the activity period.

### 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. The statement should not exceed 5 pages.

- **Applications must be received before the work 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 award 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 Faculty Curriculum Development Award Evaluation Form included below. After reviewing the applications, the members will convene to select award recipients. Awards will be made based on clarity of the proposal and justification of its impact.

## **Disbursement of Funds**

The stipend amounts (duty days) will be transferred to your department's cost center for disbursing. If applicable, there are two ways to purchase the approved additional instructional materials:

1. Applicant incurs expenses and submits an Employee Expense Report form for reimbursement after the fact. OR
2. Work with the department administrative assistant to put the expenses on the department P-card.

The deadline for submission of expenses is within **5 days** after completion of the project for which the award was granted, 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>.)

## **Reporting**

Following the award period, each award recipient shall submit a follow-up report to the Global Education Advisory Council describing the activities supported by the award. Reports will be posted to the Global Education website. (See the website linked through the Global Education home page.)

Note, by accepting the award, the recipients agree to return to Minnesota State University, Mankato for one semester following the award period. If the recipient does not return to MSU, the award given shall be repaid in full upon separation of service.

**Global Education Curriculum Development Funding Award**  
**Evaluation Form**

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

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

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

**1. Proposed activity is consistent with the purpose of the Award program**

The proposed activity (i.e., work on a new course or modification of an existing one) is consistent with the purpose of the Global Education Faculty Curriculum Development **Award**. **Yes**    **No**

**2. Applicant describes relevant previous grant support and international education experience.** **Yes**    **No**

**3. Statement**

Statement indicates how the project benefits students and contributes to internationalization of the University. 0   1   2   3   4

Statement includes supporting documentation including a syllabus and department and/or CDS related materials. 0   1   2   3   4

Statement includes a clear and complete description of how the proposed curriculum activity will integrate a global perspective into the course and include educational outcomes that contribute to students' development of one or more of the following global competencies: 0   1   2   3   4

- (1) Second language acquisition
- (2) Multicultural understanding
- (3) Intercultural communication
- (4) Knowledge of the diversity present in the world's physical and cultural environment

**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

**Explain:**



**Global Education  
Curriculum Development Funding Award  
Application Form**

**Note:** Please review the Funding Award Guidelines-document for more details on the award before completing the application.

Name \_\_\_\_\_

Department \_\_\_\_\_

College/Unit \_\_\_\_\_

Check One:  Tenured    Probationary    NTT   % FTE: \_\_\_\_\_

Mail Code \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail Address \_\_\_\_\_

Deliver fully completed application form to the Office of the Provost, attention to the Dean of Global Education (WA315), by the application deadline (see below).

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*Purpose and brief description of proposed curriculum development activity (25 words or less):*

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*Specific dates of proposed activity:* \_\_\_\_\_ *through* \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**Application Narrative: (five pages maximum, excluding documentation)**

1. Describe how the curriculum project benefits students and contributes to the internationalization of the University.
2. Explain how the project will integrate a global perspective into a new or existing course and include educational outcomes that contribute to students' development in one or more of the following global competencies: (a) second language acquisition, (b)

multicultural understanding, (c) intercultural communication, and (d) knowledge of the diversity present in the world's physical and cultural environment.

3. Has the course been submitted to CDS? If so, provide the reference number. If not, provide documentation that your department supports the development or redesign of the course.
4. If you have received any relevant previous global education funding or had an international education experience, please describe.

**Funding Amounts:**

Faculty with successful proposals will receive a stipend of three duty days (whole duty days). Duty days are paid at each faculty member's rate (base salary divided by 168=duty day). Please see the guidelines for the process of dispersing the stipend.

In addition, applicants can request up to \$300 of instructional materials associated with the project if applicable. Are you requesting additional funds for instructional materials?  <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how much are you requesting (up to \$300): \$ _____  Explain the intended use of these instructional funds (with sufficient documentation):
Please describe any other funding sources you will be using for this project if any:

**Signatures:**

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

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I have reviewed this application: Department Chair \_\_\_\_\_ Date \_\_\_\_\_

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I have reviewed this application: Dean/Supervisor\* \_\_\_\_\_ Date \_\_\_\_\_

**Note:** If the applicant is a fixed-term employee, the Dean/Supervisor must attach signed documentation that the individual will be on contract the term following the award period.