



Global Education Faculty-led Program Site-Visit Funding Award Application Guidelines

Purpose and Amount

The purpose of the award is to support faculty travel to international destinations to conduct a site visit for a future faculty-led study program. 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 site-visit funding award.

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.

Applicants are expected to coordinate with the Center for Education Abroad and Away to prepare for the site visit.

Eligibility

All faculty, except adjunct faculty, are eligible to apply for the award. However, fixed-term faculty members are not eligible to receive a grant 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 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 Site-Visit Funding Award 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 award and based on availability of funds.

Disbursement of Funds

Funds will be transferred to the department cost center and disbursed by the department either through reimbursement, travel advance or using the departmental P-card . Please consult your department administrative assistant for options.

Expenditures beyond the award will not be reimbursed through the funding award.

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>.)

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>.

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 Faculty-led Program Site-Visit Funding Award 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:

0 = 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

Applicant's interest in exploring and developing a future faculty-led program is well-articulated and reasonable.	0	1	2	3	4
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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
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Description of previous experience with faculty-led programs is thorough and well-articulated (if applicable). If no previous experience, indicate N/A.	0	1	2	3	4
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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:

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

offerings.

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
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Rationale for why the university should invest in this professional travel for the applicant is sound and reasonable.	0	1	2	3	4
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TOTAL: _____ Points

3. Budget

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

4. Overall Project Evaluation

The application is readable, well-organized, grammatically correct, and understandable.	0	1	2	3	4
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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

3. Describe any previous faculty-led programs you have led including destinations, enrollments for courses, evidence of success, and challenges faced.

4. Describe your proposed destination and activities. Please include your strategy to move from site visit to successful future faculty-led program.

5. How does your proposed destination/course complement other faculty-led programs recently offered in your college/department?

6. Please demonstrate the potential for student interest in your proposed faculty-led program or location, etc. What is your plan to incorporate student interest throughout the process of developing this program?

7. Why should the university invest in this professional travel?

Details of Proposed Travel:

Location(s) of Activity: _____
(city/state/country)

Departure date: _____ **Return date:** _____

Number of nights: _____ Number of days: _____

Estimated Budget:

US Dollars Only

Transportation (\$800 maximum allowed) (documentation needed for each cost)	
Air, bus, or train price quote	\$
Airport shuttle/taxi	\$
State car*	\$
Personal vehicle or rental*	\$
Parking	\$
<i>*Use State of Minnesota guidelines to determine maximum allowed</i>	
Total Transportation	\$

Meals (# of meals x rate* = total)	
Breakfast _____ x _____	\$
Lunch _____ x _____	\$
Dinner _____ x _____	\$
<i>* State of Minnesota maximum allowed rate</i>	
Total Request for	\$
Meals	

Lodging (# of nights x rate) (documentation needed)	
Nights _____ x _____	
Total	\$
Lodging	

Expenses	Total	\$
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Request	Total	\$
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Signatures:

_____ Applicant

_____ Date

I have reviewed this application: Department Chair

Date

I have reviewed this application: Dean/Dir./Supervisor*

Date

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

Remember to attach a completed and signed out-of-state travel approval form to this application.