



EDUCATION ABROAD SUPPORT PROGRAM:

REVISED GUIDELINES

Institute for Global Studies and Affairs

University of Cincinnati

For programs June 1, 2006-May 31, 2007

Due December 15, 2005

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OVERVIEW

This document is applicable for Education Abroad Support Program funding for programs between June 1, 2005 and May 31, 2006. All proposals are due by December 15, 2004 at 5 p.m.

All faculty are urged to consult with IGSA staff well in advance of the program deadline so that improvements in proposals may be suggested before final versions are due December 15.

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WHAT IS THE EDUCATION ABROAD SUPPORT PROGRAM?

The Institute for Global Studies and Affairs (IGSA) supports the globalization of the curriculum at UC in several ways. One of these is the Education Abroad Support Program, which helps departments develop innovative study abroad programs. The Program provides information, training and financial support.

The goals of the Program are straightforward:

- To increase the number and diversity of UC's overseas programs;

- To lower program costs to students;
- To increase the numbers of students participating;
- To build faculty and departmental capacity for international programs; and
- To encourage curricular innovation.

This handout is intended to be a supplement to the workshops which IGSA organizes each quarter for interested faculty and departments. If you have questions, or would like to discuss program ideas with us, please call or stop in.

#### WHAT EDUCATION ABROAD PROGRAMS ARE ELIGIBLE?

Generally speaking, any UC educational program which meets our basic criteria is eligible for support:

- The program must take place outside the US and have a global or international purpose.
- The program must be sponsored by a UC academic department, and offered for academic credit.
- The course must have a unique course number and title that identifies it as a course that takes place abroad.
- The program must be primarily intended for UC students. All of the UC students participating in the program must be registered for the course, and all students registered must be accepted into and participate in the abroad component.
- The program must be planned and managed by UC faculty in collaboration with IGSA.
- All students who are funded through the program must be enrolled as UC students for at least one quarter after the conclusion of the program, and perform an outreach project.

#### LEVEL OF FUNDING

Funding levels will depend on several things including the availability of IGSA funds; the overall cost of the program; and the types of program expenses associated with the program.

Program costs must be shared between departments, students and IGSA. IGSA can normally provide a maximum of \$500 for undergraduate student participants, \$400 for graduate student participants, and \$1000 for faculty program leaders, assuming one leader per 12 students. Individual programs may, however, receive less.

Special circumstances may affect these contribution levels. Please talk with us before you submit a proposal or a budget if you have questions. Regardless of circumstances, programs are never funded in their entirety. Nor are all items in a program budget automatically eligible for funding.

After three years, we expect that you will have started to build a reserve so that we can reduce the funding level from \$500 to \$400.

#### WHAT IS NOT FUNDED

Several expense categories are never funded by IGSA. These include:

- Payments to faculty as salary, “stipends” or “overloads” for teaching. We assume that faculty members are being paid as usual in these programs. If for any reason additional payment is required, we assume that the department concerned will fund this.
- Contingency funds.
- Research-related expenses during an overseas stay.
- Research assistants to accompany faculty.
- Indirect costs, such as secretarial time or departmental overhead.
- Preparation costs, such as fact-finding trips to an overseas location. Globalization grants may be available for this.
- One-time programs are not funded. Again, globalization grants may be available for this.
- Additional travel or expenses by faculty or program staff which are outside the scope of the program.

#### SUBMITTING A PROGRAM DESIGN

Two documents form a completed program design:

- The Concept Paper: This sets out the idea for the program, its rationale, scope and methodology. This is an advocacy document designed to win departmental approval for the program. IGSA will be happy to review your concept paper with you before you submit it to your department.
- The Program Description and Budget: Once the program has obtained preliminary approval within your department, a complete program description is produced, including a detailed budget. This document is used for the approval of your Department Chair or Director, and for your Dean’s approval, before you submit it to IGSA for review.

#### REVIEW PROCEDURES

After reviewing these instructions, please make an appointment to talk with us about your plans.

We will judge each program on its merits. In general, however, we will favor programs promoting diversity in destination, in pedagogical approach, or in disciplinary focus.

Program designs judged acceptable will be forwarded to the Provost’s office for final approval. Programs will either be approved for funding or returned with a set of written comments.

## DEVELOPING A PROPOSAL FOR FUNDING

### The Concept Paper

A concept paper is an advocacy document, often no more than a page or two in length, which sets out the basics of the proposed program. We will be happy to comment on your Concept Paper before you submit it for departmental review.

Departmental review is crucial to new program development. Before committing funds, it is important for IGSA to know that your program has been discussed at the Departmental level, and that it fits, in some way, with your group's strategic and academic goals. Your concept paper should therefore be presented to your Department Chair or Director, and then to your Dean, for discussion and approval. If course approvals are necessary, these should be obtained at this stage.

We'd suggest including something on each of these concerns in your concept paper. We'll be glad to help you draft your concept paper if necessary.

**Impetus:** What is the problem, opportunity, or issue which informs your program? Why a study abroad program is necessary, who it will benefit, and what those benefits will be.

**Goals:** What specific things do you hope to accomplish?

**Strategy or Approach:** How will you reach your goals? Why is this approach a good one?

**Participants:** Who will be participating on this program, and how will they be selected? What criteria will be applied to the choice? What are the minimum and maximum numbers of participants allowed by the program?

**Management:** Who will be in charge of the program? What main tasks must be done, and who will do these? What's the approximate timetable for the program? Who will continue the program if you are not available, i.e. what is your succession plan?

**Costs and Benefits:** Outline the resource needs of the program in terms of money, personnel, equipment. What are the approximate costs of the program, in money, time, and effort? Do any special arrangements need to be made? Are there significant risks involved? How will students, faculty members and departments benefit from the program?

### The Program Description and Budget

Once you have departmental approval, you should prepare a program description. The program description also contains the program budget (discussed separately below). Both of these should be as detailed as possible. A checklist on the program description is attached at the end of this document.

To develop your budget, you will need first to list all of the possible cost items necessary to run your program. The list below will help you with this.

Category	Items	Details	Cost
Things You May Have to Pay For at	Materials preparation	Orientation materials, background materials, etc.	

UC			
	Medical preparation	Immunizations and medicines, if needed	
	Insurance	Medical insurance, international ID cards, etc.	

	Materials and supplies	Maps, reference books, etc.	
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	Shipping and mailing	Sending material to the host country in advance, etc.	
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Category	Items	Details	Cost
Misc. Expenses	Contingency funds	Costs for unanticipated events, such as an extra night in the hotel or helping a student return home in an emergency.	
	Program reserve	To finance future programs	

Things You May Have to Pay For Overseas	Materials and supplies	Educational materials relating to the program (books, maps, etc)	
	Airfare	Group round-trip rates point to point	
	Communication	Fax, phone, email from the program site to UC	
	Hotel, dormitory or home stay (including faculty expenses)	Group rates for the duration of the program	
	In-country transportation	Taxis, buses, trains, etc.	
	Rental of equipment or facilities	Rental of classroom space, projectors, etc.	
	Local trainer honoraria	Payments to local speakers.	
	Entrance Fees	To museums, parks, etc.	
	Translators/Interpreters	Daily rates	
	Overseas tuition	Tuition and fees at the host institution, if applicable	

Then you will need to establish the number of students needed for the program. This will enable you to arrange discounts and group fares where possible. It will

also give you a clear target for marketing and recruitment.

Finally, you will need to establish costs for each of the budget items. This can be easily done, provided that you know the number of students you intend to have in the program.

Do not include tuition payments by students to UC.

Once you have the budget categories, the number of participants, and the costs, you are ready to make your budget.

- First, list all the costs by line item.
- Then add these, to arrive at the total cost of your entire program, start to finish.
- Then determine how much of this total cost will be borne by you from your own resources.
- Finally, determine how much students will be asked to pay for the program. Your program fee to students should include an administrative charge to cover contingency and reserve needs. This amount can be set at your discretion, but should be justified and explained in your proposal.

PROGRAM BUDGET				
Line Items	Department Contribution	Student Contribution	IGSA Contribution	Total Amount
1.				
2.				
3.				
Etc...				
Totals				
Percentage of total				

What is left is what IGSA will consider for funding. Keep in mind that we may not be able to fund your request in total. Our funds are limited, normally to \$500 per student and \$1000 per faculty leader at a 12:1 students to leader ratio.

In the event that IGSA cannot fund all of your request, you have two options: seek additional funding elsewhere; or try to reduce the cost of some of your budget items. IGSA will work with you to help bring costs down as much as possible.

Your budget should be clear, detailed, and comprehensive. It should be based on the number of students needed to make the program successful, both

academically and financially.

Costs should be backed up with documentation. Although some costs (such as communication, contingency, and materials) can be estimated on the basis of experience, other costs should not be estimates, but based on negotiation with counterparts and suppliers. For tuition costs overseas, dormitory rates, etc, letters for the institution should be attached to the budget. For the cost of other in-country items, such as hotels, interpreters, etc, you should obtain pro-forma invoices and submit these with the budget.

## YOUR OBLIGATIONS IF YOU ARE FUNDED

### Before You Go

If your proposal is accepted, we will require certain things from you before the funds are released:

- Letter of Agreement: You will need to sign a formal Memorandum of Agreement with us, detailing the terms and conditions of the award. Please read it carefully, because it has financial implications for you and your department.
- Insurance: we require all students to show evidence of adequate medical and evacuation insurance, including the International Student ID Card. The cost of this (\$22) can be included as a budget item. (International Teacher ID cards for faculty are not required because UC carries separate insurance through the Saint Paul International Alarm Center.) It will be your responsibility to see to it that all students are covered, and to document this.
- Education Abroad Program Agreement. We require each student to read and sign our standard waiver form for overseas programs. Again, please provide this documentation to our office.
- Student Orientation: Participant groups must undergo a comprehensive orientation before the program starts. We will work closely with you to design and deliver this at a mutually convenient time.
- Leadership Orientation and Training: We also require that your group leaders attend a Leadership Training Seminar before the program. IGSA organizes one seminar each quarter.
- Program Marketing. Please provide us with these materials and information
  - Program web site (which we will link to ours)
  - Brochure (which we will help you to distribute)
  - Application and selection criteria
  - Timeline for marketing, selection and orientation

## After The Program

We expect a full report for any program which receives funds. The report should have four parts:

- **Planning and Management:** The practicalities of program design and management: how well did the planned arrangements work, and what might be changed for future programs?
- **Budget:** How was the funding spent? Was the budget adequate? If funds are left over, they must be returned to IGSA to fund future programs.
- **Learning:** What did participants in the program learn? How is this connected with their on-campus studies? How could learning be improved?
- **Evaluation:** Please have all participants complete the IGSA evaluation form on our website. Then tabulate the results and incorporate a short analysis of these data into your report.

As with other programs funded by IGSA, we ask recipients to participate with us in the workshops and information sessions that we hold throughout the year on various topics associated with globalization. The students will complete an on-line evaluation and report, as well.

## Other Faculty Director Responsibilities

You are responsible for making sure that the students on your program meet eligibility requirements, including being on campus for at least one term after the program, completing an outreach project, and program evaluation.

You should acknowledge support from UC's Globalization Initiative in promotional materials, press releases and articles.

## Worksheets

### Concept Paper Worksheet

Impetus	
What problem, opportunity, or issue informs your program? Why is a study abroad program necessary? Who will benefit from the program? What benefits will they obtain?	
Goals	

What specific things do you hope to accomplish?	
Participants	
Management	
Who is in charge of the program? Who will do which tasks involved in administering the program? When are tasks to be done? Can you draw a timeline to indicate necessary deadlines?	
Costs and Benefits	
What resources are needed by the program in terms of money, personnel, and equipment? What are the approximate costs of the program, taking into account money, time, and effort? Are there any special arrangements that need to be made? Are there significant risks involved? What benefits will students, faculty members and the department draw from the program?	

### Program Description Checklist

Although we do not have a required format for program descriptions, please see to it that your description covers the items below. Descriptions which omit key aspects of the program will be returned.

#### Overall Program Description

Take from Concept Paper

#### Learning Objectives and Activities

What do you want students to learn?

What learning experiences will the program provide for this?  
How will learning be demonstrated?

#### Management Structure and Procedures

Who will be responsible for what aspects of the program?

Who will accompany the group?

What procedures and policies are in place for emergencies and critical incidents?

Describe the risk assessment that you have done for this program

Identify on-site contacts who have provided up-to-date information about risks

Specify what you have done to lessen risk and liability (to participants and UC) for this program

#### Logistics

Travel: arrangements for air travel: fares, reservations, routes, cancellations, etc.

Lodging: prices, sharing of rooms, amenities, etc.

In-country transportation: buses, taxis, vans, trains, etc.

Meals: which meals will be provided by the program?

Social and cultural events: what extracurricular events are planned? Who is responsible?

#### Resources Available

Administrative and logistic: what support will be available?

Finance: what non-IGSA funding will be used for this program? What budget items will be covered?

#### Preparation

Information packets: what will you tell students in advance?

Information to hosts: what do you want to tell your hosts?

Health and Insurance: specific requirements; compliance.

ADA matters: arrangements for students with disabilities, if necessary.

Waivers: sign-off

Orientation: one or more sessions to impart information, build consensus and answer questions.

## Follow-Up

De-Briefing: All participants (faculty, staff, students) should meet at least once to discuss the program and to illuminate high and low points

Program Evaluation: The program should also be formally evaluated by the managers, in terms of some clear criteria.

Outreach: How will this program's experiences be communicated to students who could not participate?

## Departmental Endorsement

Signed approval from your Dean or Director

Signed approval from your Dean.

## Sample Budget: "The Art and Culture of Vienna"

Course No: xx-xxx-xxx-xxx, a joint offering of the History and Art Departments. Four credits, no pre-requisites.

June-July 2004. Projected Budget is based on twelve students and one instructor for 10 days.

Line Item	Student Contribution	IGSA Contribution	Departmental Contribution	Line Item Total
Lodging (breakfast and dinner included): 10 days X 13 persons @ \$30/day	1,000	2,900	-	3,900
Lunch: 10 days X 13 persons @ \$10/day	1,300	-	-	1,300
Airfare: \$1,029 X 13 persons	3,088.50	3850	6,438.50	13,377
Reading Materials	-	-	100	100
Logistics (classroom rental, taxis)	-	-	700	700
Cultural Events (opera, field trips)	-	-	608	608
Art Guide	-	50	40	90
International Student/Teacher ID: \$22 X 13 persons	264	-	22	286
One-night stay in Linz	640	200	440	1,280
Publicity for Program	-	-	70	70

Contingency and reserve	1800	-	-	1500
TOTAL	6,1800.50	7,000	8,418.50	23,211

IGSA is contributing its maximum contribution to this program: \$500/student and \$1000/program leader

## FREQUENTLY ASKED QUESTIONS

Why do you require departments to contribute so much?

Our overall goal is to internationalize UC's curriculum. Students are the primary beneficiaries of this, but departments benefit, too. Internationalization will improve program quality, attract more majors, publicize your activities, and make recruitment of outstanding faculty easier.

We therefore believe that this effort is a partnership: we'll cover a portion of the cost of an international program, but we want departments to do their share as well.

Our program was never designed to provide the bulk of the funding for any UC program. Rather, it was to support efforts by colleges and departments who wished to extend themselves internationally. Requiring departments to put resources on the table does several things.

It discourages departments from passing on all of the program costs on to students.

It reminds departments that globalization will, at some point or other, require them to re-allocate their own resources in some way.

Finally -- and perhaps most significantly -- it encourages units to seek ways to run programs at lower cost.

Do you only support undergraduates? What about graduate programs which go overseas?

We will generally favor undergraduates over graduates. This does NOT mean that graduate student programs won't be considered; it just means that the overall pattern of IGSA support should be clearly in favor of undergraduates. To this end, graduate students are funded at a lower level than undergraduates.

Some of the students in my program are from outside UC. Will the program pay for them?

No. We will only support that part of a program which involves UC students and UC faculty. Preference must be given to UC students. Other participants may be accepted provided there is room on the program. All participants must be 18

years or older. For risk and liability reasons, please inform us well in advance if you plan to accept non-student participants.

I don't have any regular faculty available to lead this program in the summer. Can I use graduate students as program leaders?

No. There are two problems here: risk and liability; and departmental commitment. Although it is unlikely that problems will arise overseas, it's imperative that the department have a faculty member on site and in charge. We will train faculty in crisis management, but we will not fund programs which have no faculty supervision, or which rely on graduate students as program supervisors. If no-one in your department is willing to help with the program, then perhaps you should rethink what you are doing and why. In addition to the faculty leader, we will support a qualified graduate student to accompany the group as a TA at the student rate of \$500. Your department is responsible for paying the rest of the student's expenses.

Our department simply has no money to contribute towards an international program. What can we do?

Two solutions present themselves. One is to look at a contribution in other than financial terms. In exceptional cases, we have approved programs on this basis. Be sure and talk with us before you draft your proposal about what kinds of things might qualify as non-cash contributions. The second solution, longer-term but more satisfactory, is to develop a strategy within your department for building your own financial resources for globalization. This could be done through grants, community contributions, donor gifts, and student reserve contributions. We would strongly encourage you to think about this and to take steps in the direction of building your own base of support. We'll be happy to brainstorm ideas with you.

I have an idea for a program, but no program yet. How can I get help with making my ideas reality?

We'll be delighted to help you with the planning. We can also help with the startup funding. For example, you might want to investigate a possible site or overseas institution, using an individual Faculty Globalization Grant. Once you have a prototype program ready to test, you can apply to us for Individual Faculty and Student Globalization Grants for the initial run-through. Then, if it succeeds and becomes a regular course, it's eligible under the Support Fund.

We'll have to pay out a lot of money up front to make hotel and airplane reservations. How can we do this if we don't yet have IGSA's money?

You'll need to plan well in advance. The earlier you come to us with a viable program proposal, the earlier you'll have your money. You can always use your department's money to pay advance deposits, of course. What you should not do is commit money in advance of getting approval for the Support Fund. What will you do if your proposal is unsuccessful?

We had unforeseen expenses on our last program, but you won't pay for contingencies. How can we deal with this in the future?

You'll need to build a contingency fund into your departmental budgeting. The fund can be built up in any number of ways (we can offer specific suggestions), but once established, it can be made available for a series of programs.

It's very hard for us to accurately estimate numbers of students in our programs. How can we make a budget if we don't know how many students there will be?

You'll need to base your costs on something, so you'll need to estimate – realistically – the numbers you need for a viable program. Then you need to work to make sure you get those numbers. Your minimum – or maximum – numbers are a function of two main things: how many faculty members are involved; and where the price breaks come for major program components.

We recommend one faculty member for every twelve students in a program. You can bend this rule, but not too much. Price breaks, on the other hand, are harder to determine across the board. You'll get better airline prices, for example, with more people traveling. You'll probably get better hotel rates, too. But some costs – renting buses or vans, for example – will go way up once you pass a certain number.

What happens if the number of students goes down? Or up? What will this do to our budgets?

If you've marketed and publicized your program well in advance, you'll have a pretty good idea of how many are signing up. Some programs limit enrollment. Others don't. You need to establish your "go / no go" threshold very early on; i.e., the number below which you should not run the program. If you don't "make" your numbers and therefore cancel the program, we'll expect our money back. If you have numbers less than you put in your budget, we expect you to give us back the pro-rated part of our funding. If you have higher numbers, get in touch with us and tell us what it's doing to your budget. We cannot guarantee the increased funding for you, but we are open to discussion.

You're giving us money this year, but our program runs every year. What do we do about next year?

The Support Fund is intended to provide initial support to permanent programs. All being well, we anticipate being able to continue to fund qualifying programs from one year to the next for up to 3 years. You will, however, have to apply each year and demonstrate that you've done what you promised to do in previous years, specify what you learned from last year's program, and show how you have modified this year's program as a result. This should be a clearly-marked section in your program proposal. If funding levels or requests change, we may have to put limits on the amount of funding we can provide.

We'd like to run international programs, but (a) none of our faculty wants to lead the group; and (b) we're afraid we won't have enough students for a minimum program. What can we do?

There needs to be clear and demonstrated involvement of tenure-track core faculty on your program; not just adjuncts, part-timers, or graduate assistants. If no-one who is tenured, or on the tenure track, is willing or able to work on the

program, this tells you something about where departmental priorities lie. Those issues need to be resolved before you approach us for support.

The second part of the question, however, can be addressed by seeking collaborations or alliances with other departments in the same situation. By combining students, two departments may be able to run a program that neither of them could mount individually. We'll be glad to brainstorm ideas with you.

We want to send our students to some courses at a partner university overseas, but their tuition is very high. You're asking our students to pay tuition here as well. Isn't this unfair? What can we do about this?

It's not our choice to have them pay tuition overseas; it's yours. And it's only one of a number of possible program options.

If your department acts essentially as a broker for an overseas university, and your students pay full tuition to them, what is UC's involvement, and where is the reciprocity? We'd prefer to see you engaging in academic barter, exchanging services with each other for mutual benefit. We have several good examples of such programs at UC, and we'll be happy to talk with you about them.

We've got a great idea for a program, but we're not sure how often we can run it. Can we still get funding through the Support Program?

Probably not. The program needs to be an integral part of your regular curriculum; offered at regular intervals, and part of an overall departmental or school strategy for internationalization of your offerings. If you're offering it for the first time on an experimental basis, you might be better off applying for individual Globalization Grants. If it's been offered before, but it isn't offered regularly, then you need to decide whether you want to make the commitment to offer it regularly. Remember, our goal is to support curricular development.

More Questions?

Call or stop by. We are always willing to discuss program concerns. We'll also conduct tailored workshops for your faculty, if you like, as well as student orientations, debriefings, etc.

Institute for Global Studies and Affairs

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[http:// www.uc.edu/global](http://www.uc.edu/global)

2004-2005 FUNDING  
EDUCATION ABROAD SUPPORT PROPOSAL COVER SHEET  
For Programs June 1, 2005-May 31, 2006  
DUE: DECEMBER 15, 2004

Program

Title: \_\_\_\_\_

Date Submitted for IGSA Review: \_\_\_\_\_ College: \_\_\_\_\_

Dept.: \_\_\_\_\_

Principal Program Director:

\_\_\_\_\_

Secondary Director(s):

\_\_\_\_\_

N.B. Normally we expect 1 director per 12 students

Telephone and email contacts:

\_\_\_\_\_

\_\_\_\_\_

Number of students enrolled in program: \_\_\_\_\_ Undergrad: \_\_\_\_\_ Grad:

\_\_\_\_\_

Course(s) in which students will be enrolled for this program:

1. Course Title \_\_\_\_\_ Credit Hours

\_\_\_\_\_

Course Number \_\_\_\_\_

2. Course Title \_\_\_\_\_ Credit Hours

\_\_\_\_\_

Course Number \_\_\_\_\_

3. Course Title \_\_\_\_\_ Credit Hours

\_\_\_\_\_

Course Number \_\_\_\_\_

Starting Date of the Program: \_\_\_\_\_ Ending Date of the Program:

\_\_\_\_\_

N.B. Two weeks before departure, you must give IGSA a list of students enrolled in courses above, including each student's Social Security number.

Signature of Approval of Director or Department Chair:

\_\_\_\_\_

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Signature of Approval of Dean:

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