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## Faculty Program Director Instructions for Individual IGSA Student Grants

Students participating in UC Programs that do not receive funding from the "Education Abroad Support Program" are eligible for Individual IGSA grants up to \$500. The Faculty Director is responsible for receiving, reviewing, assembling and submitting the grant applications as described below:

1. **Faculty Director Components:** A blanket cover letter, no more than one page in length to attach to the PACKET of student proposals. The letter must address the following points:
  - **Background:** How this program originated, and what other pedagogical activities are associated with it.
  - **Description:** A complete description of the program: structure, activities, methods, etc.
  - **Budget:** A clear breakdown of the cost per student.
  - **Timetable:** Beginning and end dates.
2. **Student Proposal** (prepared by Student and reviewed by Faculty):
  - Student Application **Cover Sheet**
  - One –page proposal including their **Rationale**, and **Outcomes/Outreach**
  - (Transcript not required; **IGSA** will verify student's standing on-line.)

The Packet will include **one** cover letter plus all student materials. Deliver **7** copies of the packet to IGSA by the required dates for your program.

### Suggested Dates for Faculty Directors

Since you are responsible for making sure the student applications conform to IGSA Guidelines, we suggest that you set due dates that allow you enough time to review student proposals, particularly the Outcomes/Outreach section.

- Students must allow 2 weeks to receive their transcript
- Students should submit their draft application at least \_\_\_\_ week(s) before final due date
- Students should submit all 10 copies at least \_\_\_\_ days before final due date.

IGSA is happy to review the Faculty Director cover letter, to give grant-writing orientation to student groups, and to give feedback on student proposals.