

FACULTY INDIVIDUAL GLOBALIZATION GRANT GUIDELINES

Individual Faculty Globalization Grants of up to \$1000 are available for faculty and administrators to support the University of Cincinnati's Globalization Initiative. All full-time UC faculty or administrators and part-time faculty with recurring appointments are eligible to apply.

UC's Globalization Initiative activities...

- encourage the development of a global perspective throughout the curriculum,
- promote innovative interdisciplinary and cross-college interactions,
- enhance teaching and learning in global contexts,
- fit into long-term departmental or program goals.

Projects include...

- acquisition or development of teaching methods and materials that will lead to an education abroad program,
- short or long-term educational trips abroad for students,
- creating or promoting international linkages.

Good proposals...

- directly affect students,
- help build community capacity and understanding,
- show considerable preparation, i.e., not be simply exploratory in nature.

Globalization Grants do **not** fund...

- faculty research,
- travel to present a paper or to lecture abroad,
- faculty time,
- projects already funded by another IGSA grant, such as Education Abroad .

SUBMISSION DATES

Submit your proposal ON-LINE. The date stamp on your proposal must be no later than the date below for the time period requested:

Autumn Quarter, October 15, 2003 for activities beginning after November 1, 2003

Winter Quarter, January 15, 2004 for activities beginning after February 1, 2004

Spring Quarter, April 15, 2004 for activities beginning after May 1, 2004

Summer Quarter, July 15, 2004 for activities beginning after August 1, 2004

WORKSHOPS ON APPLICATION PROCEDURES

Summer Quarter, Friday, June 25, 2004

Autumn Quarter, Friday, October 1, 2004

Winter Quarter, Friday, January 9, 2004

Spring Quarter, Friday, April 2, 2004

PLACE: IGSA conference room, 3134

Edwards One

TIME: 10:00 am to 12:00 noon.

No pre-registration required.

GRANT APPLICATION FORMAT

We urge you to submit proposals that are succinct and to-the-point. All of the following sections must be complete.

- **Background:** Tell us where the idea for this project originated, or the larger program it fits into.
- **Description:** Describe the activity as fully as you can. What do you want to do, where, and how?
- **Rationale:** Why do you want to do this particular project? How specifically does it fit into the University's Globalization Initiative and your departmental globalization goals for students?
- **Outcomes:** How does this project benefit others, particularly students, at the University of Cincinnati? How does it fit into your long-term departmental globalization goals for students? If you are accompanying students abroad, do you expect to have a minimum of 10 students for each faculty member?
- **Budget:** Provide a clear budget breakdown of the total cost of your proposed activity (e.g., airfare, lodging, etc.). List any and all other sources of funding that you have already received or intend to apply for.
- **Timetable:** When will the project begin, and when will it be over?
- **Endorsement:** Submit your department or division head's endorsement separately.

- **Additional Documents:** Submit any additional documents separately.

REVIEW PROCEDURES

Proposals must be complete and responsive in order to be passed on to the Review Committee. The criteria used to evaluate **Individual Grant** proposals include:

- Demonstrated relevance to the Globalization Initiative;
- Demonstrated impact on students;
- Demonstrated impact on teaching and learning;
- Explicit presentation of tangible outcomes with some wider long-term benefit for the University community. We assume that you will benefit: how will others benefit?

CONDITIONS OF AWARD

If your project involves accompanying students abroad, you must attend the Leadership Seminar prior to your departure. IGSA will provide pre-departure orientation for students.

You will submit a final report to IGSA, and will be invited to discuss your experience at one of our workshops. Some successful applicants may also be invited to present their projects at a symposium held each year.

Finally, we expect that grant monies will be used in a timely and effective manner, and for the purposes agreed to. If you are unable to do so for any reason, we expect you to contact us immediately and to return promptly to us the funds we have given you. Some proposals may necessitate special conditions, and if so, these will be made clear at the time of the award.

FINAL REPORTS: INDIVIDUAL GRANTS

You must submit, not later than three months after the completion of your activity (or before submitting an application for another IGSA grant, whichever comes earlier) a typed report, no more than 2 pages. Failure to do so will disqualify you from all future IGSA grants:

- **Rationale and Outcomes:** Review briefly the purpose of the activity and what specific things you hoped to achieve or accomplish. In this light, what did you actually achieve, what could you not achieve, and why? Be specific about the products – tangible and intangible – that have resulted.
- **Discussion:** Talk briefly about the significance of the experience or activity, in terms of how satisfied you were with the outcomes, unanticipated problems, pleasant surprises, etc.
- **Application:** Tell us how you intend to use what you gained from this experience in the future, and how you may be able to extend the learning or benefits to others in the UC community.

SOME THINGS TO KEEP IN MIND

- IGSA makes grants for very specific purposes. You will help ensure the success of your grant proposal if you discuss it with us ahead of time by attending a proposal workshop or speaking with us individually early in your planning process.

- In this era of tight budgets, we may prioritize grants to favor those that most directly and immediately affect students, such as faculty accompanying a student group abroad.
- Our grant schedules are fixed. To avoid last-minute problems, please plan well ahead. We make every effort to review grants promptly (usually within three weeks of the submission deadline), and to transfer award money soon thereafter (usually within one week).
- In no case will you receive more than one grant for the same program.
- We evaluate each proposal individually. Faculty applying for the same program must submit individual proposals. Proposals that are identical save for the names will not be reviewed.
- Grants are not intended to underwrite or replace your existing departmental or college budget, but to augment it, for purposes that extend and enhance educational offerings and opportunities. The Review Committee will carefully evaluate your budget proposals in this light.
- Certain activities may require you to comply with Federal, State, or University regulations, and it is your responsibility to be informed of these requirements before the fact. In particular, you should be aware of regulations regarding employment, insurance, mandatory benefits, equipment purchase, visas and other aspects of international work and travel, and the regulations regarding payments to international visitors.
- If your proposal is part of a wider international linkage, be sure to review the formal linkage arrangement that already exists between your college or department and the overseas institution, and modify or amend these as necessary. IGSA has developed some guidelines for international linkages, and these are available from our office (ask for "Designing International Linkage Agreements: A Guide for Academic Units").
- In the unlikely event that your program is cancelled, if you are unable to participate for any reason, or if you are unable to carry out your proposed project, please contact our office as soon as possible to discuss other possible options.
- Finally, when your abroad program involving students becomes institutionalized, we expect you to apply for the Education Abroad Program Fund, which has one competition each year with proposals due December 15.

We are happy to answer your questions on the grants program and on application procedures. Call or come by the office.