

## UC international programs

Room 3134 Edwards Center One

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### ONLINE STUDENT GRANT APPLICATION

Apply now....it's easy and it's all online!

UC International Grants are awarded to qualified undergraduate and graduate students to participate in approved academic programs abroad.

#### Eligibility

- Full-time or part-time UC students matriculated in a degree program.
- In good standing at the University (overall GPA must be greater than 2.0).
- Zero balance (no delinquent obligations) in student account.
- Enrolled at UC for at least one quarter after returning from abroad.
- Participating in a credit-bearing program: either a pre-approved UC program or an external program for which you have approval from your Academic Adviser.
- Long or short-term program.
- Maximum one grant every four quarters.
- Independent study, research and performances not eligible.

Your application will be judged first on **merit**. The award will be based on **financial need**.

If you haven't done so already, please complete and submit the FAFSA (Free Application for Federal Student Aid). This is the only financial aid application the University of Cincinnati requires for you to be considered for institutional aid. For information and application procedures, see the UC Student Financial Aid page.

#### Online Proposal due

January 15<sup>th</sup>

April 15<sup>th</sup>

July 15<sup>th</sup>

October 15<sup>th</sup>

#### For international activities beginning after

February 1<sup>st</sup>

May 1<sup>st</sup>

August 1<sup>st</sup>

November 1<sup>st</sup>

## Helpful Hints using the Student Online Grant Application

Carefully read each screen. It's tempting to skim through all of the information quickly but you will miss important details that you need to know.

Many fields are required. An error message will appear if you fail to complete required fields.

You must meet the eligibility requirements listed above. The system will check university records to make certain that you are eligible. If you fail to meet one or more of the requirements, you will not be permitted to use the online application.

You must know at least two or three individuals, their email address and phone numbers BEFORE you apply. These three individuals represent:

- **Your academic advisor at the University of Cincinnati.** This is the person approving your abroad experience and will certify that the credits earned overseas will count towards your degree or certificate program requirements.
- **Your outreach supervisor.** This is the individual authorizing the project you intend to complete on campus after returning from the abroad experience. This project should encourage other UC students to participate in overseas programs.
- **Your faculty program director** (this may or may not apply depending upon your situation). If you are participating in a UC faculty led program overseas, then you will list this individual on your application.

All of these individuals will receive an automated e-mail message from the online application requesting their approval of what you are submitting on your application. **The outreach supervisor and academic advisor must approve your application** prior to the application deadline in order to be awarded any type of funding.

Be extra careful when entering the email address of these individuals. If you enter it incorrectly, the automated messages will never arrive to the correct individual and you will not be aware that the request for approval is now lost in cyberspace! You can access email addresses for UC faculty and staff in the UC Directory (<http://ucdirectory.uc.edu/>).

There is a character limit of 1600 characters for each required section of the online grant application. 80 characters normally represent one line of text. The online grant application will count your characters.

Compose your proposal in a Word Doc first. Then "cut and paste" the text into the various pages using the online application. Be sure that you complete each section required. (See **Essential Elements**, below).

You are responsible for making a FINAL submission by the posted deadline in order to be considered for a grant. After making a final submission, an email verification notice will be sent to your UC email address.

You can SAVE and RETURN to your online application at anytime. Be sure to note your country destination, exact departure and return date in order to get back into your application at a later time.

You can apply on line for an education abroad experience up to one year in advance.

Your outreach project must be completed within 6 months AFTER your intended return date.

**Essential Elements of the Online Grant Application**  
[www.uc.edu/global/Scholarships/grantapplication](http://www.uc.edu/global/Scholarships/grantapplication)

All individual grant applicants will be asked to provide the following online:

- Your student ID
- Your date of birth
- Country destination
- Departure and return dates
- Name, phone and email of your Academic Advisor at UC
- Name, phone and email of an outreach supervisor
- Name, phone and email of your Faculty Program Director (if this applies to your situation) Note: you will not need to complete the background, description or budget sections if you indicate that you are participating on a UC faculty led program

**Background**

Where did the idea for this project originate? What larger program or activity is it a part of?

**Description**

A full description of related activities on the program. What, where, and how?

**Academic Coursework**

This is where you will list the academic coursework related to this overseas experience. The academic advisor you listed previously will be notified of your selection. List the course title (at the external host institution or the UC course if this is a UC faculty led program). It is also important to list the total number of quarter credit hours you intend to receive (note: 1 semester hour = 1.5 quarter credit hours).

**Rationale**

Why do you want to do this particular project? How specifically does it fit into your academic plan?

**Outreach:**

What will you give back to the University when you return from your study abroad or international co-op experience? This will be in the form of a specific project that you have planned to occur within 6 months of your return to campus. Be sure to describe the type of project (academic or community based) you intend to complete in depth.

- **Type of project** (Examples below)
- **Name and email of the person who has agreed you can do this outreach**
- **Tentative date for presentation or completion of the outreach.**
- **Category of outreach.**
- This is your opportunity to be **creative** and to “think out of the box”. How will you extend the learning or benefits to others in the UC community and beyond? Emphasize what you will share with the University or greater community versus what you will personally gain from participating in the program.

**Examples of Outreach Projects**

**Academic outreach** (Work with UC staff or a faculty member)

*Examples:*

- Write a story for a Departmental Newsletter, including pictures.
- Make a presentation to another university group, class or social organization
- Work with program director to recruit students for future programs abroad.

- Design website or blog of your experience and link it to the UC International Programs website.
- Design a poster for International Education Week (November)
- Volunteer for UC International Programs Abroad Expo (October)

**Community outreach: HIGH SCHOOLS ONLY (GRADES 9-12)**

*Examples:*

- Visit a high school during recruiting season.
- Make a presentation to a high school language, history, political science, etc. class.
- Speak to a high school club.

Please remember that you must obtain the email approval of the teacher with whom you have arranged the presentation.

**Other:** (If your outreach does not fit any of the above categories, feel free to discuss your ideas with us to see if they are appropriate outreach activities.)

**BUDGET**

Breakdown the total cost of the program for items such as:

Tuition:	\$ _____
Airfare:	\$ _____
Lodging/rent	\$ _____
Ground transportation	\$ _____
Food	\$ _____
Textbooks	\$ _____
Supplies	\$ _____
Other:	\$ _____

**Evaluation of Proposals**

Students apply as individuals and their proposals will be judged based on merit. This means that some students applying for a program may not receive grants, while others in the same program do. The final award is based on **financial need** as determined by the FAFSA minus grants, scholarships that you have already received.

We encourage you to submit your proposal for the round one quarter before it is due. That way, if it should be rejected, you will have the opportunity to resubmit for the next round. **Because of the number of proposals we receive, we cannot provide an individualized explanation for denial.**

**Notification of Award**

Notification letters will be sent within 3 weeks of the due date. You will receive details on processing the grant at this time. If for any reason you do not participate in the program, or if you fail to complete the program in a satisfactory manner, you will be required to return your UC International Grant funding to the UC International Programs.

When you return to campus, you will be prompted by email to complete the following three activities:

1. Grant report
2. Program evaluation
3. Evidence of completed outreach project detailed in your proposal

We will be happy to answer any questions you may have regarding the UC International Grant or application procedures. Please call (513-556-4278) or email ([global@uc.edu](mailto:global@uc.edu)) or visit us in One Edwards Center, Suite 3134.