



INDIANA STATE UNIVERSITY

**Faculty-Led
International Travel Program**

Grant Application & Proposal Packet

2019

Please submit the Application and Proposal to:

Ms. Kristi Barley
Education Abroad Program Director

**Center for Global Engagement
217 North 6th Street
240 Gillum Hall
Terre Haute, IN 47809
Phone: 812-237-4969**

Email: Kristi.Barley@indstate.edu



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STRATEGIC GOAL

Indiana State University's Strategic Plan calls to increase the total number of students who participate in an international experience prior to their graduation. To achieve this goal, the Center for Global Engagement has made funding available to support faculty and their students in Faculty-Led Short-Term Study Abroad programs. By providing opportunities for brief, Faculty-Led international experiences, ISU hopes to encourage undergraduate students to consider studying abroad for longer periods – fall or spring semester, academic year, or a summer semester. Grants to fund faculty and student travel will be awarded through this program on a competitive basis. Requests for proposals will be announced every year for a spring competition for travel during the following calendar year. In future years, additional competitions may be announced depending on funding availability. Successful programs are expected to benefit students and contribute to the achievement of the University Strategic Plan.

ELIGIBILITY

Indiana State University Faculty

Tenured, tenure-track teaching, special purpose, and full-time temporary faculty are eligible to apply for this grant. The eligible applicants are required to submit a curricular proposal and budget to the Center for Global Engagement. The faculty applicant's dean and department chair must approve the proposal.

Indiana State University Students

Both undergraduate and graduate students are eligible to participate in Faculty-Led programs. If a proposed travel seminar will include undergraduate and graduate students and graduate credits are available, the faculty applicant needs to explain in the curricular proposal what additional course work will be required for graduate credit. Students must be enrolled in a regular course for a minimum of 3 credit hours. This can be through a semester-based course with the international travel experience during Winter or Spring break, the Spring/Summer (May-July), or by being enrolled in 3-credit course during the summer semester with both the course and travel taking place during the summer term.



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PROPOSAL APPROVAL PROCESS

The deadline for a completed and fully signed application/proposal to the Center for Global Engagement is **Friday, April 13, 2018** for the calendar year 2019 Travel. Proposals received after **Friday, April 13, 2018** will be automatically placed on a waitlist, depending on funding.

PROPOSAL OUTLINE

Submit a program proposal to the Education Abroad Program Director in the Center for Global Engagement (CGE). A complete program proposal contains the following items:

1. ***Application Form*** (page 8 of this packet)
2. ***Abstract*** (a concise description of the proposed program and your experience in the proposed location in 300 words or less)
3. ***Project Narrative***
 - a. Title of program. Include the dates of the program and names of countries and cities to be visited.
 - When considering proposed locations, keep in mind any U.S. Department of State travel alerts and travel warnings. If your destination is under a travel warning, please consult with the CGE office for the approval process.
 - b. 3-credit course for which students will earn ISU credit. List the course number(s) and number of credit hours earned by participants. **Courses with fewer than 3 credit hours may be considered if additional funding is available.*
 - Outline of course, including syllabus, pre- and post-travel class sessions (tentative dates and content) and all graded components.
 - Required text(s).
 - c. Academic coursework objectives.
 - d. Discuss how students' performances and learning outcomes will be evaluated.
 - e. Purpose of travel component.
 - The aim of the Faculty-Led program is to provide students a broad global and cultural learning opportunity as part of their educational experience at ISU.
 - Planned excursions and how they relate to the course.
 - f. Cultural Engagement
 - What types of activities exist to help students learn about the new culture (e.g., attendance at local events, fairs, festivals, visits to local museums, historical sites of interest, etc.)? What opportunities exist for students to interact with people from the host country (e.g., homestay accommodations, local students, guest lecturers, etc.)?



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- g. Proposed program trip itinerary.
 - Total cost (what is and is not included in the program cost).
 - How accommodations (i.e. lodging and meals) will be handled.
 - Provide contact information if using third party travel affiliate.
- h. Risk Management Protocol: Health and Safety issues.
 - For safety reasons, please identify a second traveling faculty/staff member who can take the leadership role in the event of an emergency.
 - The Center for Global Engagement will support up to \$2,500 for a second faculty/staff member. This will support airfare, accommodations, and group excursions. See Page __ for this form.
- i. Cancellation procedure including refund protocol.
- j. Other pertinent information.

4. *Proposed Budget*

Faculty applicants are required to use the enclosed Budget Form to determine program cost and submit the budget with their proposal.

5. *Other Documents or Appendices*

Attach letters of support, letters of invitation from international partners or hosts, estimate from travel affiliates, and evidence of support from department and other units on campus.

ALLOWABLE COSTS

Costs up to the amount awarded for airfare, lodging, meals, land transportation, visa fee, and insurance are allowable. The need for each item requested should be clearly justified. All reimbursements must be in accordance with ISU travel policies.

The minimum enrollment is determined in consultation with your chairperson and dean. Ordinarily, recipients of the Faculty-Led travel are expected to have no fewer than 6 enrolled students (although the minimum may vary based on college guidelines) with 10 or more students being ideal. The maximum enrollment should not exceed resources and/or the capacity for faculty to provide appropriate supervision. Please contact the CGE Program Director of Education Abroad – Ms. Kristi Barley – if you have questions concerning the minimum number of students an experience should have.



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CRITERIA FOR EVALUATION

On Page 9 is the proposal evaluation template that the committee uses in reviewing proposals. Please use it as a guide when completing your proposal. It will be evaluated on the soundness and significance of the proposed project, such as how well the proposal addresses the following criteria:

1. Learning objectives for the course and travel component and how well the travel component is integrated with the course objectives
2. Clear pre-departure and post-program component
3. To what extent the expected outcomes of the program will benefit the students

STUDENT RECRUITMENT PROCESS

Recruiting enough students to make the program viable is of great concern. We encourage you to mention it in all of your classes and ask colleagues to give you time to present this opportunity in their classes as well. The Center for Global Engagement can assist in marketing the program by posting program information on the Faculty-Led website, annual Fall semester Study Abroad fair, recruitment and event fairs, and by distributing promotional materials to students.

You may choose to require application materials for your program. This includes, but is not limited to: transcripts, essays, recommendations letters, etc. This is your choice. The Program Director of Education Abroad can assist faculty with creating a complete student application packet.

APPROVED PROPOSAL ANNOUNCEMENTS

Approved proposals will be announced by **Early May 2018**. Funding awards will be based on the recommendations of the Faculty-Led Grant Committee and are subject to availability of funds. Monetary awards will be determined for approved programs by **Mid July 2018**. The official award letter from the Director of the Center for Global Engagement will be sent to the Faculty Director along with the Dean, Associate Dean, and the Department Chair.



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FINAL REPORT

A full report must be submitted to CGE within **45 days** of completion of the Faculty-Led program. Failure to submit this report within the time frame indicated will jeopardize future Faculty-Led funding including Faculty International Travel Grants.

The final report will include the following:

1. Title of program, location, name(s) of instructor(s), and dates of program.
2. Purpose of the program: Note relation of the program to department, college, and university missions.
3. Description of the program: Write a brief description of the program, noting significant events and including such information as transportation and lodging arrangements, cost, brief description of daily routing and site(s) visited, etc. In what ways did the program depart from your original proposal?
4. Result of the program: Discuss the distinctive features that contributed to your success in reaching program objectives. Discuss also any shortcomings of the program as well as the participants' perceptions, impressions, and misgivings.
5. Number of Participants and 991#'s and enrolled ISU course information (ex.: CRN, Section #).
6. Success of the program: In the **academic/educational component of the program**, did you accomplish what you outlined in your proposal?
7. Conclusion and Recommendations: Note two or three strengths of the program that might be repeated in future programs. Note two or three challenges that could be changed in future programs.



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PROGRAM BUDGET WORKSHEET

Because Faculty-Led programs are typically short in duration and most student budgets are tight, a well-thought out budget is crucial. Ideally, the cost per student should be \$2,000 - \$3,500. The cost per student should not exceed \$4,000. Please also take in to consideration, students must also pay tuition.

ESTIMATE OF FACULTY DIRECTOR COST

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Transportation to/from Airports: (Domestic)	\$
Transportation to/from Airports: (International)	\$
Ground Transportation (Guided, Shuttle, Bus, Train)	\$
HTH Worldwide Insurance	\$
Excursions w/Group	\$
Operations	\$
Other (please list)	\$
	\$
<i>Total Faculty Cost</i>	\$

Total *faculty cost* divided by the number of student participants: _____

ESTIMATE OF SECOND FACULTY/STAFF MEMBER COST

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
Transportation to/from Airports: (Domestic)	\$
Transportation to/from Airports: (International)	\$
Ground Transportation (Guided, Shuttle, Bus, Train)	\$
HTH Worldwide Insurance	\$
Excursions w/Group	\$
Other (please list)	\$
	\$
<i>Total Second Faculty/Staff Member Cost</i>	\$



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ESTIMATE OF *GROUP* COST

<i>EXPENSES</i>	<i>COST</i>
Classroom/Program Facilities Rental	\$
Guest Lecturers/Instructors (Honoraria)	\$
Airport Transport for Group (if applicable)	\$
Visa (if applicable)	\$
Other (please list)	\$
	\$
Total Group Cost	\$

Total *group cost* divided by the number of student participants: _____

ESTIMATE OF *STUDENT* COSTS:

<i>EXPENSES</i>	<i>COST</i>
Airfare	\$
Accommodation/Housing	\$
Meals	\$
HTH Worldwide Insurance	\$
Expenses related to Excursions, Museum admission, supplies, etc.	\$
Faculty Director Expense (Take the total "Faculty" cost and divide by the number of participating students)	\$
Group Cost Expense (Take the total "Group" cost and divide by the number of participating students)	\$
Other (please list)	\$
	\$
Total Per Student Cost	\$

For Office Use Only:

Date Received: ___/___/___



Complete Incomplete

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**Faculty-Led Short-Term International Travel Program
Application Form**

Application Deadline: April 13, 2018

Proposals received AFTER April 13, 2018 will be placed on a wait-list.

Faculty Leader Information

Name (Print)

Phone

Tenure-Track Teaching

Tenured Faculty

Full-time Teaching Faculty

Special Purpose Faculty

Department / Center

School / College

Proposed Curriculum and Program Design Information

Proposal Title

Course Title

Course Number

Course Developed for Study Abroad

Required for Major

Travel Dates:

Required for Foundational Studies

Elective Course

From: ___/___/___ To: ___/___/___

Proposed Country / Countries:

Proposed City / Cities:

Amount Requested Per Student: _____

Total Amount Requested: _____

These amounts are from the proposed budget

Student Information: The desired maximum faculty leader to student ratio is 1:10.

Minimum Number of Students for the Program: _____

Undergraduate Students Only

Graduate Students Only

Maximum Number of Students for the Program: _____

Both Graduate and Undergraduate Students

University Approvals

Department Chair

Signature

Date

College Dean

Signature

Date

Center for Global Engagement

Signature

Date

NOTE: Faculty must be aware that leading a Faculty-Led program is very consuming of both time and energy. Prior to the Faculty-Led program, faculty members will recruit students, organize orientation meetings, and work with the Education Abroad Program Director on program content. Faculty is primarily responsible for program recruiting. During the program, faculty will teach and supervise students. Supervision includes enforcing the ISU Code of Student Conduct and helping to resolve any issues. Faculty will be required to provide a written final report of the program within 45 days of return.