

## Education Abroad Curriculum Integration Support Grants Application Guidelines

The Colorado State University Office of International Programs -Study Abroad is pleased to offer a grant program to support activities that strengthen relationships with CSU's institutional partners abroad or to develop the necessary contacts/expertise for new study abroad program development. This funding is part of a larger pool of nearly \$30,000 for new international education abroad initiatives at Colorado State University. OIP-Study Abroad is currently seeking proposals from faculty for the coming fiscal year.

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### Criteria and Instructions for Application

#### Criteria

1. Education Abroad Curriculum Integration Support Grants are to be applied primarily to costs relating to travel to visit an international partner or potential study abroad destination to explore the curricular fit, logistics, personnel and resources. This includes funding for airfare, meals and accommodation. Expenditures must be within University business and financial guidelines.
2. Curriculum Integration Support Grants are not intended for the following purposes:
  - General costs such as salaries or compensation
  - Web design or other marketing expenses
  - Gifts
  - Attendance at international or domestic conferences, workshops or exhibits
  - Teaching as a visiting faculty member at an international university
  - Support for international travel during a sabbatical
  - Funding for students, including participation in research and student-directed research
3. Grant awards are a maximum of \$2,000.00.
4. Grants are designed to strengthen existing relationships with CSU's institutional partners, or to develop new programming directly related to student exchange/mobility. Proposals must have the support of the department head and should relate directly to study abroad curriculum integration initiatives.
5. Applicants must have a CSU faculty or staff appointment at 50% or greater.
6. Faculty members may only apply for funds in advance of the planned travel or activity. Applications will not be accepted for travel which has already taken place.
7. Individual faculty members may receive no more than one grant in any two-year (24 month) period from the date of a previous grant award.
8. Curriculum Integration Support Grant recipients are required to provide a brief evaluation and report upon completion of the trip.



### **Application Process**

Complete the Education Abroad Curriculum Integration Support Grant Application form.

Please also attach a proposal of no more than two pages describing the purpose of the travel that includes the following topics:

- Goals of the connection to the institutional partner
- Planned activities
- Timeline for visit
- Outline of budget including other funding sources
- Potential outcomes for education abroad program development/student mobility

### **Application Cycle**

Grants are awarded in three cycles during the fiscal year: July 1 - June 30. Requests must be received by the following deadlines for consideration:

- April 15
- September 15
- January 15

### **Selection Criteria**

The selection committee will review proposals based on the criteria outlined above. Preference will be given to:

- Travel which supports the development of study abroad programs that are sustainable and efficient with a focus on academic learning outcomes
- Strategic projects with regards to academic discipline & location, which expand existing programming models
- Program development in the areas of internship and research
- Partnerships with opportunities for foreign language acquisition
- Programs which target a more diverse student population

### **CSU's Institutional Partners in Study Abroad to consider for collaborations:**

CSU has existing education abroad partnerships with approximately 35 academic institutions around the world. These relationships allow for student exchange, direct enrollment opportunities, and academic field experiences for CSU students. In addition, CSU OIP - Study Abroad partners with approximately 13 affiliated organizations, which provide the logistical support to facilitate international educational experiences. Visit the study abroad website to learn more: [www.studyabroad.colostate.edu](http://www.studyabroad.colostate.edu)

Faculty may apply for funding to support the development of partnerships with new institutions. However, please note that to become an institutional partner, there must be the potential for sending/receiving approximately 5-10 students annually.



### **Selection Process**

Awards will be based on the proposal, funding available and the amount requested by the faculty member. Proposals will be reviewed by a subcommittee of the CSU Internationalization Plan Operations Committee. Successful applicants will be notified within one month of the application deadline and awards will be available promptly after the award notification.

### **Distribution of Funds**

- Awards must be transferred to a departmental 13 account or paid by OIP – Study Abroad accounts through invoices and receipts
- There is no carry-forward of the funds to be used in the next fiscal year
- Unspent funds will be returned to OIP by May 15, unless alternative and specific arrangements have been made with OIP
- Financial processes must be managed according to CSU Business and Financial Services guidelines

### **Required Financial Documentation**

Upon completion of travel, the Office of International Programs Study Abroad will require documentation on how the funding was utilized including a short summary of the activity, results from the activity, participants involved, and how the grant money was spent.

### **For more information, please contact:**

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Office of International Programs  
Colorado State University  
Phone: (970) 491-5917  
Email: [Laura.Thornes@colostate.edu](mailto:Laura.Thornes@colostate.edu)

## Education Abroad Curriculum Integration Support Grant

<b>Date Submitted</b>	
<b>Name</b>	
<b>Title</b>	
<b>Department</b>	
<b>Address</b>	
<b>E-mail Address</b>	
<b>Phone</b>	
<b>Institutional Partner</b>	
<b>Travel Destination - OR - Name/Institution of Visitor</b>	
<b>Dates of Proposed Travel</b>	
<b>Grant Amount Requested</b>	\$

**IMPORTANT NOTICE**

Institutional Partnership Support Grants (\$2,000 maximum) are to be applied to costs directly related to travel, such as airfare, accommodation and meals. This grant is not intended for general costs such as salaries or compensation, web design, or gifts. All expenditures must be within university accounting guidelines.

<b>Faculty Signature</b>	
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<b>Date Signed</b>	
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## Proposal Topics

Please attach a proposal of no more than two pages describing the purpose of your research outlining the following topics.

1. **Goals of the connection to the key institutional partner**
2. **Planned activities**
3. **Duration of research or activity**
4. **Outline of budget including other funding sources**
5. **Potential outcomes**