



International Workshop Grant Application Guidelines

The Colorado State University Office of International Programs (OIP) is pleased to offer a grant program for full-time faculty members to organize on-campus international research workshops. The funding is part of a larger pool of nearly \$100,000 for new international student and faculty initiatives at Colorado State University.

OIP is seeking proposals from faculty planning to organize a workshop during the current fiscal year, which ends June 30.

Criteria and Instructions for Application

Criteria

1. Funds can apply to travel, accommodations, and to permissible food expenses (alcohol not included). Up to 15 percent of the award can be applied to workshop-related expenses such as “CSU Conference Services,” photography, or IT audio expenditures. Faculty can determine how to spend the workshop funds.
2. Grants cannot be used for:
 - Honoraria for speakers
 - Salaries or stipends for employees or student workers
 - Research publications emanating from the workshop, although funds can be applied to event publicity and other materials directly related to the workshop.
 - Workshop registrations
3. Grant awards are a maximum of \$5,000.
4. Applicants must have a CSU tenured or tenure-track faculty appointment at 50% or greater.
5. Faculty members may only apply for funds in advance of the workshop. Applications will not be accepted for events that have already taken place.
6. Individual faculty members or faculty members working on a similar topic may receive no more than one grant in any three-year (36-month) period from the date of a previous grant award.
7. International Workshop Grant award recipients must agree to provide a brief evaluation and report upon completion of the event.
8. Preference will be given to applicants who have not received grants previously. Faculty who do not receive grants are eligible to resubmit the proposal.
9. In line with a request from the Board of Governors, these international workshops must take place on campus in Fort Collins.

Application Process

Please complete an application which can be found on our website at: www.international.colostate.edu or contact Diana Galliano at Diana.Galliano@colostate.edu for an application form.

To complete the application, please also attach a proposal of no more than four pages describing the purpose of the workshop outlining the following topics:

1. Goals of workshop and its significance
2. List of potential participants involved
3. A proposed draft agenda, focusing specifically on why this is an “international” workshop
4. Detailed budget including other funding sources
5. Potential outcomes in the form of publications, reports and additional grants

Application Cycle

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

1. October 15
2. January 15
3. March 15

Please contact the Office of International Programs regarding grant opportunities for workshops being held in the current fiscal year.

Selection Criteria

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

1. Proposals with an interdisciplinary approach and a clear international emphasis.
2. Projects that involve collaboration with other CSU faculty, international faculty at partner institutions, and/or international organizations.
3. A research focus.

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.
- 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 the workshop, the Office of International Programs requires documentation on how the grant was utilized. Please include a short summary of the purpose of the workshop, if the goals of the workshop were reached, 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

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