

Global Education Faculty Curriculum Development Grant

Application

Academic Year 2018-2019

The Global Education Faculty Curriculum Development Grant is a pilot program designed to provide funding for faculty members to develop a new course or modify an existing course.

About the Grant

Grants are awarded to encourage faculty to integrate a global perspective into a new or existing course and to include educational outcomes that contribute to students' development of one or more of the following global competencies: (a) second language acquisition, (b) multicultural understanding, (c) intercultural communication, and (d) knowledge of the diversity present in the world's physical and cultural environment. There are two grant options available: course modification (maximum of \$1,000 per proposal) and new course (maximum of \$2,000 per proposal). Applicants must submit a syllabus and include evidence the curriculum proposal has been approved by the department and college.

Eligibility

All faculty, except adjunct faculty, are eligible to apply for a Global Education Faculty Curriculum Development Grant. However, fixed-term faculty members are not eligible to receive the grant during their final term of employment.

Deadlines

There are two application deadlines. For grant-sponsored activities that occur between July 1, 2018 – December 31, 2018, the deadline is April 13, 2018. For grant-sponsored activities that occur between January 1, 2019 – June 30, 2019, the deadline is October 5, 2018. Applications must include evidence that they were received in the Office of the Provost (WA315) by the date of the deadline.

Application Process

- Applicants should deliver fully completed application forms to the Office of the Provost, attention to the Dean of Global Education (WA315), by the application deadline.
- Applicants should include a written statement that addresses each of the considerations identified in the selection criteria. **The statement should not exceed 5 pages.**
- Applicants must complete the budget information included in the application form and provide documentation to support cost estimates. The dates of the curriculum development work must also be specified.
- **Applications must be received before the event occurs.** No application will be considered if the application is received after participation in the activity. Please be aware that if faculty submit an application and incur an expense before being notified of funding, they may be responsible for the expense if the grant is not approved.

Review Process

Applications will be distributed to members of the Global Education Advisory Council. Council members will individually review applications using the Faculty Curriculum Development Grant Evaluation Form included below. After reviewing the applications, the members will convene to select award recipients. Awards will be made based on clarity of the proposal and justification of its impact.

Award Information

- Grant recipients agree to return to Minnesota State University, Mankato for one semester following the grant period. If the recipient does not return to MSU, the grant shall be repaid in full upon separation of service.
- Following the grant period, each grant recipient shall submit a follow-up report to the Global Education Advisory Council describing the activities supported by the grant. Reports will be posted to the Global Education website. (See the website linked through the Global Education home page.)
- The deadline for submission of expenses is within **5 days** after completion of the project for which the grant was awarded, except for expenditures in the last month of the fiscal year which must be processed according to State of Minnesota guidelines. Claims submitted later may not be honored. There may be tax implications (see timely submission link at <http://www.mnsu.edu/busoff/travel/news/051208.html>.)
- Expenditures beyond the award will not be reimbursed through the grant.
- When a grant is awarded, an individual cost center will be created for the applicant. Global Education will include this cost center in the award letter. This cost center should be used on reimbursement forms when the applicant is submitting their receipts to Global Education.

GLOBAL EDUCATION FACULTY CURRICULUM DEVELOPMENT GRANT
EVALUATION FORM

Applicant: _____ Evaluator: _____

Signature: _____

Please score and provide a rationale for each of the following categories. Please circle the number which best describes your opinion. Base your answers on this scale:

O = Low, 1 = Fairly Low, 2 = Medium, 3 = Fairly High, 4 = High.

1. Proposed activity is consistent with the purpose of the grant program

The proposed activity (i.e., work on a new course or modification of an existing one) is consistent with the purpose of the Global Education Faculty Curriculum Development Grant.	Yes	No	
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2. Applicant describes relevant previous grant support and international education experience.	Yes	No	
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3. Applicant addresses the following key selection criteria _____ Points

	Low				High
Statement indicates how the project benefits students and contributes to internationalization of the University.	0	1	2	3	4

	Low				High
Statement includes supporting documentation including a syllabus and department and/or CDS related materials.	0	1	2	3	4

	Low				High
Statement includes a clear and complete description of how the proposed curriculum activity will integrate a global perspective into the course and include educational outcomes that contribute to students' development of one or more of the following global competencies: (1) Second language acquisition (2) Multicultural understanding (3) Intercultural communication (4) Knowledge of the diversity present in the world's physical and cultural environment	0	1	2	3	4

4. Budget

_____ **Points**

The proposed costs (stipend and/or materials) clearly support the Global Education curriculum grant activities.

Low					High
0	1	2	3		4

The proposed dates of the grant activities are within the fiscal year for which expenses are expected to be posted.

Low					High
0	1	2	3		4

5. Overall Project Evaluation

_____ **Points**

The application is readable, well-organized, grammatically correct, and understandable.

Low					High
0	1	2	3		4

Overall Proposal: Which of the following three categories do you feel this project falls into?

A Should be funded

B Possibly funded

C Not funded

Total Points* _____

*Total Points may be referred to in the Council’s deliberations of proposals of equal merit.