Global Education Faculty Travel Grant Application

Academic Year 2018-2019

About the Grant

The Global Education Travel Grant is a pilot program that is intended to support faculty travel to international destinations to explore the possibility of establishing new partnerships or to conduct a site visit for a future faculty-led study program. While travel grants can be used to explore possible partnerships with institutions in many countries, preference will be given to countries that are not under a travel warning issued by the U.S. Department of State and countries the Global Education Advisory Council has designated as strategic priorities (Brazil, China, India, Mexico, Russia, and Turkey). A maximum of $1,000 per proposal is available for a travel grant and faculty are required to submit a Global Education Advisory Council site visit evaluation form upon return. Applicants are encouraged to seek and demonstrate they have access to matching funds.

Eligibility

All faculty, except adjunct faculty, are eligible to apply for a Global Education Faculty Travel Grant. However, fixed-term faculty members are not eligible to receive a 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.
- **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 Global Education Faculty 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.

- The State of Minnesota guidelines for lodging, meals, and transportation will be observed. See expense reimbursement link http://www.mnsu.edu/busoff/travel/expensereimburse/ifo.html.

- 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.

March 28, 2018

GLOBAL EDUCATION FACULTY TRAVEL GRANT EVALUATION FORM

Applicant:_____   Evaluator: _____

Signature:_____

Please score and provide 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. Purpose of the activity

Purpose relates to activities supported by the Global Education Faculty Travel Grant (i.e., travel to explore prospective partnerships and travel to conduct site visits for future faculty-led programs).	Yes	No

2. Applicant statement addresses key selection criteria _____ Points

	Low				High
Description includes a rationale for how the travel benefits students and contributes to internationalization of the University.	0	1	2	3	4
Description reports any relevant previous grant support and/or international experiences.	0	1	2	3	4

Description includes a clear and complete statement of how the proposed international travel will contribute to:

	Low				High
a) the exploration and development of a strategic institutional partnership in a priority country	0	1	2	3	4
b) the exploration and development of an institutional partnership in the designated country, or	0	1	2	3	4
c) the development of a future faculty-led study program.	0	1	2	3	4

3. Budget   _____ Points

	Low				High
Budget items clearly support grant activities and are reasonable and appropriate.	0	1	2	3	4
Budget includes specific details about dates of travel and expenses.	0	1	2	3	4
Documentation of costs is included in the proposed budget.	0	1	2	3	4
Budget conforms to institutional guidelines.	0	1	2	3	4

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4. Overall Project Evaluation _____ **Points**

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