**CALL FOR PROPOSALS**

**International Travel Course Development Grants**

**for travel in May 2020**

Background: A Comprehensive Plan for International Education

As a comprehensive college in the liberal arts tradition with a strong history of unique semester abroad options and interdisciplinary May Term travel courses, Simpson College is well positioned to offer a variety of study abroad opportunities and to integrate them systematically into the larger curriculum. International education is clearly well aligned with the social justice themes of our mission, since the seeds of cultural awareness and sensitivity planted during study abroad provide an essential framework in which to understand global human issues. Overseas immersion also introduces greater diversity into students’ experiences, which is particularly important for the population we serve. Many Simpson students might never venture out of their familiar surroundings, and thus might never be forced to question ethnocentric points of view, if they do not first experience another area of the world as part of their undergraduate education. Conversely, just one positive educational experience in another country can whet the appetite of a formerly reluctant student for more international contact. Given the potential of study abroad for significantly impacting the often limited worldview of many of our students and the established commitment of faculty across academic disciplines to educational travel, Simpson is already poised to make study abroad one of its institutional hallmarks (“A Comprehensive Plan for International Education at Simpson College,” 2007)

Purpose of the Grant:

The Comprehensive Plan for International Education at Simpson College calls for the creation of an in-house grant program to help faculty develop new international travel courses by allowing them to visit the site of a new course in advance. The Purpose of the grant is multi-fold:

* To improve the quality of International Travel Courses, particularly those offered in May Term.
* To build capacity and expertise in faculty with regard to a particular location.
* To lower costs of International Travel Courses to students by reducing outsourcing to third-party vendors to plan course logistics.
* To invest in quality International Travel Courses that will be offered on a reoccurring basis.

Traveling to a potential site during the planning stages of course development can allow faculty to search for appropriate and affordable accommodations, scout sites and transportation, explore access to technology and cell phones on site, establish needed contacts, and explore learning options that can greatly enhance the academic quality of the course.

Eligibility

Eligibility criteria for faculty who wish to apply for the May 2020 Course Development Grants are as follows:

* All faculty members with full-time contracts for 2019-2020 can request funding.
* Instructors must have already proposed courses which have been approved for May Term 2021.
* Priority will be given to instructors who agree to offer the proposed course in at least two of the next four years (2022-2025).
* Priority will be given to instructors who intend to do most, if not all, of the logistics arrangements for the proposed course, rather than hiring a third-party vendor.
* If funds remain, grant applications from instructors who anticipate submitting a course proposal in January 2021 for May Term 2022 will be considered for funding as well.

Process

* **The deadline for submitting grant applications is Monday, March 2, 2020 at 3:30p.m.**
* Grant applications should be submitted electronically to Jay Wilkinson ([jay.wilkinson@simspon.edu](mailto:jay.wilkinson@simspon.edu)) in the Office of International Education. Grant applications received after March 2 will be considered on a rolling basis until funding is exhausted.
* Applications should follow the format outlined below and include the budget form available on the faculty resources section of the study abroad website (<https://simpson.edu/internal/study-abroad/resources/faculty>).
* Applicants are encouraged to review the “Guide for Review of International Travel Course Development Grants” at the end of this document to ensure that their proposal is in alignment with the selection criteria set by the Study Abroad Committee (SAC) and the Academic Dean.
* The applications will be reviewed by members of the SAC. The committee’s recommendations will be forwarded to the Academic Dean, who will make the final decision by the mid-March 2020.
* The Director of International Education will communicate the Academic Dean’s decision with each applicant.
* Upon completion of the scouting trip, awarded faculty will submit a brief report to the Director of International Education within 30 days of returning to summarize how the grant allowed him or her to improve the proposed course (by reducing costs to students, making connections with individuals and/or organizations, evaluating accommodations, acquiring unique course material, etc…)

Projected Expenses

Each award will amount to up to $2,000. International travel course development funds can be used to cover transportation, lodging, and meals, as well as any excursions which might be included as a future travel course activity. The grant may not be taken as a stipend. Upon completion of travel, faculty members must complete the college’s travel reimbursement form and provide all original expense receipts up to the amount granted to the Director of International Education. As a reminder, receipts for meals must include an itemized restaurant receipt showing the food/beverage purchased.

For questions about the grant, contact Director of International Education Jay Wilkinson at [jay.wilkinson@simspon.edu](mailto:jay.wilkinson@simspon.edu) or x1288.

**International Travel Course Development Grants**

**for May 2020**

**Format for Applications to the International Travel Course Development Fund**

Please submit your application for International Travel Course Development Grants by Monday, March 2, 2020. Please adhere to the format outlined below by including the following information:

1. Your name as the applicant applying for funding.

2. Course title (can be tentative, if the course has not yet been approved).

3. Name of course’s co-instructor, if any, and indicate if s/he will or will not also be applying separately for travel course development funding for this course.

4. Information about when you intend to re-offer the course, in addition to MT 2021.

5. A description of the proposed course and the rationale for its location, for which funding is being sought.

6. Information about your current familiarity with the location you propose to visit

1. Have you studied or conducted research related to this location or culture?
2. Have you visited the country previously, and in what capacity (lived, worked, vacationed, etc…)?
3. Do you have any connections in the country that you will use as resources for the proposed course?
4. If traveling to a non-English-speaking country, do you speak the local language?

7. A description of how you intend to use the funding, and how the money will help develop the course. Please include the following:

1. A specific description of your anticipated activities, including location, schedules or itineraries.
2. How you plan to use the funds to facilitate your planning of the course’s logistics rather than using a third-party vendor.
3. How you plan to use funds to make contact with in-country resources.
4. How you plan to use the funds to enhance the academic content of the course.
5. How you plan to use the funds to reduce the cost of the course to students.
6. What you will accomplish by traveling to the site rather than researching without travel.

8. A complete budget for the pre-course scouting project. The budget should be submitted using the Excel form on the faculty resources section of the study abroad website (<https://simpson.edu/internal/study-abroad/resources/faculty>). Once you have filled in the form, please use “Save As” to save the form and then email a copy of the file along with the narrative portion of your grant application to [jay.wilkinson@simpson.edu](mailto:jay.wilkinson@simpson.edu). If you’re having difficulties with the budget, the form, or anything related to this process, please feel free to contact Jay in the Office of International Education (x1288) for assistance

Please indicate whether or not you are willing to allow your grant application to be used as a sample in the future.

**Guide for Review of International Travel Course Development Grants**

**(for use by the Study Abroad Committee)**

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| Name of the applicant applying for funding: | |
| Course title: | |
| ***Criteria from Call for Proposals*** | ***Notes and***  ***Ratings (rate 1-5, 5=Very Strong)*** |
| Applicant has a full-time contract for 2019-2020? | Yes No  Notes: |
| Course has been proposed and has been approved for May Term 2021? | Yes No  Notes: |
| ***Priority:***  Applicant proposes to offer course again after MT 2021 and within four years (2022-2025). | Yes No  Notes: |
| ***Priority:***  Applicant proposes to use the funds to facilitate own planning of the course’s logistics, rather than using a third-party vendor. | Rate: 1 2 3 4 5  Notes: |
| Applicant proposes to use the funds to make in-country contacts. | Rate: 1 2 3 4 5  Notes: |
| Applicant proposes to use the funds to enhance the academic content of the course. | Rate: 1 2 3 4 5  Notes: |
| Applicant proposes to use the funds to reduce cost to students. | Rate: 1 2 3 4 5  Notes: |
| Specific description of anticipated activities, including location, schedules or itineraries. | Rate: 1 2 3 4 5  Notes: |
| Explanation of what will be accomplished by traveling to the site rather than researching without travel. | Rate: 1 2 3 4 5  Notes: |
| Budget attachment complete and reasonable. | Rate: 1 2 3 4 5  Notes: |

**Comments:**