Grant Program Name: **International Program Development Grant**

Funding Source: UWL

I. Introduction

The University of Wisconsin-La Crosse is a leading institution in global education within the University of Wisconsin System. Through institutional partnerships and other scholarly activities, university faculty and academic staff are connected with other universities and organizations throughout the world. International experiences bring the world to the classroom, enhance research, and assist in preparing students, faculty, and staff in becoming global citizens for the 21st century.

II. Program Description

The International Program Development Grant (IPDG) program exists to help support the travel associated with the development of faculty and staff-led programs (e.g., scoping visits) or faculty exchanges. The primary outcome associated with these grants is the enhancement of international opportunities for students. The Office of International Education and Engagement provides funding to support the IPDG.

The program focuses on **development of faculty and staff-led programs (e.g., scoping visits) faculty exchanges or expansion of already established university partnerships.**

Note: International travel necessary for primary **research** is part of the overall [Faculty Research Grant](http://www.uwlax.edu/Grants/Faculty-Research-Grants/) program and not awarded separately.

Individuals seeking grant monies for **research dissemination** should apply, instead, to the [International Scholarship Grant](https://www.uwlax.edu/grants/international-scholarship-grant/) program.

III. Award Information

A. Anticipated Type of Award:

The IPDG will support travel and other scholarly activities related to study abroad program planning and development, the development of a faculty exchange or the expansion of an established university partnership – and other activities that enhance international opportunities for UWL students. Only those applications submitted in advance of the planned activity will be considered.

B. Estimated Number of Awards:

Up to 10 annually, contingent upon available funds.

C. Anticipated Funding Amount:

Funding for faculty led scoping visits is awarded per program proposal, not per individual traveler. A maximum of $3,350 will be awarded for one individual and a maximum of $5000 will be awarded for two individuals traveling together for the purpose of one program proposal.

A maximum amount of $3,350 may be awarded for the development of faculty exchanges.

A maximum of $2,000 will be awarded for one individual traveling for the purpose of expanding an already established university partnership.

IV. Eligibility Information

A. Who Is Eligible to Apply:

All faculty and instructional/non-instructional academic staff and administrators (non-academic) with 50% appointments or more are eligible to apply.

B. Limit on Number of Proposals per PI:

Faculty/staff are not eligible to receive more than three awards in five years. In addition, frequency of awards may be considered in decisions about funding.

V. Proposal Preparation and Submission Instructions

A. Letter of Intent: N/A

B. Full Proposal Preparation Instructions

The proposal narrative is limited to 5 pages in length.

1. Keep in mind the criteria as given in VI.A below.
2. Proposals for study abroad program development scoping trips should explain how the activities relate to the itinerary and curriculum of the faculty-led program. If an applicant has received support from this program in the past, please address (briefly) the successful outcomes. Past reports will be reviewed. Include a letter of support from the applicant’s immediate supervisor (department chair/dean, etc.) The letter should address the significance of the faculty-led program or exchange and its contribution to internationalization efforts at UWL. For faculty-led programs, also include how the program addresses goals or needs within the unit and the university.
3. Proposals for faculty exchanges need to demonstrate how the academic and exchange activities will benefit international learning for UWL students.
4. Proposals to further expand an established university partnership should indicate how visiting the program/university will contribute to study abroad opportunities for UWL students. These proposals also require faculty/staff to show they’ve attempted to identify matching funds from their home department and/or college.

C. Budgetary Information:

Complete a UWL [internal grant budget form](https://www.uwlax.edu/globalassets/offices-services/grants/uwlbudget.xlsx) (see IPDG website for budget template). Include a brief budget narrative that includes the timing, by fiscal year, of reimbursements and/or expenses along with documentation that cites the best priced airfare. [Please reference the State Department per diem rates.](https://aoprals.state.gov/web920/per_diem.asp)

D. Due Dates:

Proposals are due October 1, February 1, and May 1, or the Monday following if the due date falls on a Saturday or Sunday.

Principal Investigators are reminded to submit applications **electronically** to their respective college offices/division heads **at least one week**in advance of the deadline set for the Office of the Provost.

E. Submission Requirements

In order to be considered for funding, all participants are required to complete the application and submit it electronically to their Dean/Division Head ([application available on the web](http://www.uwlax.edu/Grants/International-Program-Development-Fund/)). After their review, the Deans/Division Heads will submit it to grants@uwlax.edu for review by the International Education Committee. Only applications submitted by a Dean/Division Head will be considered. Please be sure to submit your application to your Dean/Division Head at least one week in advance of the deadline.

VI. Proposal Processing and Review Procedures

A. Merit Review Criteria

A goal of the IPDG is to encourage faculty and staff travel that enhances the internationalization of the university and its curriculum. Proposals should maximize the interaction between faculty/staff and the host culture/community.

Successful proposals will support activities that are international in scope and have the potential to significantly impact curriculum. Applicants should keep in mind that:

1. Proposals must reflect a strong international orientation and be consistent with overall department, college/division, and university goals.

2. Proposals should demonstrate that the university and UWL students will realize tangible benefits.

3. All projects must be completed during the fiscal year specified in the grant, unless otherwise approved by the Director of International Education & Engagement

4. If the grantee is unable to complete the travel due to illness, change in international conditions or any other valid reason, the grantee must notify the Office of International Education & Engagement immediately. In most situations, the travel funds will be returned to the IPDG program and applicants will be free to submit revised proposals during the next cycle or year.

5. For this fund, international travel is defined as travel outside of the 50 U.S. States.

6. Estimated travel expenses with appropriate documentation are required.

B. Review and Selection Process

The International Education Committee will act as the awards committee. Projects must meet the criteria defined under funding criteria and eligibility. The committee will evaluate and normally make funding decisions within two weeks after each deadline. Applicants should take note of the deadlines when making applications, and ensure that they have sufficient time for the review. Awards will not be made retroactively for travel already undertaken.

VII. Award Administration Information

A. Notification of Award

The principal investigator will be notified of the results by the Office of International Education & Engagement. Notification of the award will also be given to the PI’s dean’s office, Office of Research & Sponsored Programs, and the Office of Budget and Finance.

B. Award Conditions

The award is conditional, based on the status of the region. If the travel or safety [conditions](http://travel.state.gov/content/passports/english/alertswarnings.html) in the country or region become unfavorable, the award is withdrawn.

C. Reporting Requirements

A brief final report is required. All final reports will be due 60 days after the completion of travel. The final report link can be found [here](http://www.uwlax.edu/grants/forms/). Any new proposal from an individual who has not submitted a report for each previous grant funded (at the appropriate deadline) will not be considered for funding and must resubmit during a future round of funding following submission of such report.

VIII. Contact for More Information

For proposals to support development of faculty-led programs or for faculty exchanges: Questions may be directed to International Education and Engagement at 785-8016.

Last updated: 04/26/2019