Grant Program: International Scholarship Grant

Funding Source: UWL Provost Office

I. **Introduction**

The International Scholarship Grant program exists to help support the travel costs of research and other scholarly projects that are international in scope and have the potential to transform the applicant's research. Proposals must be approved by the applicant's immediate supervisor (e.g., department chair, dean) and demonstrate that the university will realize tangible benefits.

International travel conference requests are departmental/college level expenses and should follow standard travel requests procedures.

II. **Program Description**

The Provost's Office provides funding to support the program. The fund focuses on international scholarly activities.

III. **Award Information**

A. Anticipated Type of Award: Grants can be used to support the travel costs to support scholarly endeavors abroad. Only those applications submitted in advance of the planned activity will be considered.

B. Estimated Number of Awards: Contingent upon funding availability

C. Anticipated Funding Amount: A maximum of $3,350 will be awarded per proposal.

D. Deadline: Proposals must be submitted via the [Canvas grant submission course](#) by noon on the first Monday in October, February, or May. Funds awarded during the May review will not be available until after July 1.

IV. **Eligibility Information**

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

B. Faculty/staff from fully self-supporting programs are not eligible to receive funds from UWL-sponsored grant programs. Faculty/staff from self-supporting programs are encouraged to contact their department chair/unit director to request funds in support of their research, scholarly, pedagogical, and professional development endeavors. However, faculty/staff in these programs may submit an application to UWL-sponsored grant programs for review by the designated committee. The committee will evaluate applications as part of the standard review process with all other applications and identify those recommended for funding. A list of applications from faculty/staff in self-supporting programs that have been recommended for funding will be forwarded to the applicant(s)' department chair/unit director for allocation of funding. Funding is contingent upon availability of adequate resources within the program.

C. Limit on Number of Proposals per PI: Faculty/staff are not eligible to receive more than three awards in five years. Frequency of awards will be considered in decisions about funding.

V. **Proposal Preparation and Submission Instructions**

The grant proposal must be submitted via the [Canvas grant submission course](#). Applicants should self-enroll in the Canvas course. All items should be submitted in PDF format for easier viewing by the committee. All proposals are required to contain the following elements.

A. **Cover Page and Abstract**

Use of the [Cover Page & Abstract template](#) is required. Upload as a PDF file. Delete all instructions in blue font and replace with the requested information:
- *Project Title:* Provide a self-explanatory title.
- *Start and End Dates of Project:* Enter the intended dates of travel.

- *Investigator(s):* Designate your role in the project. If there is more than one applicant or project director, add each person, their role, and affiliation (e.g., department, organization).
- *Amount of Proposal:* Enter the total amount being requested.
- *Additional Funding Sources Applied for:* If you have already submitted or intend to submit this project to other internal or external sources, please indicate to which sources and when. If this proposal is part of a larger project, and you are requesting additional funding from other sources, please explain this as well, and specify the amount requested. Otherwise, indicate "not applicable."
- *Abstract:* Provide a brief (100 words or less) summary of your proposal.

B. **Proposal Narrative**

Proposal narratives should not exceed three 3 pages. A font size of 11 (eleven) should be used and line spacing of no less than 1.5. The narrative should address the merit review criteria outlined in Section VI.A. Upload as a PDF file.

C. **Vitae Summary**

Provide a vitae summary for reach PI and co-PI. The vitae summary should not exceed two pages per person and should include references to previous international grants funded by the PI's school/college and/or the university. Upload as a PDF file.

D. **Budget Justification**

An itemized budget and budget justification must accompany each proposal as a single document. It should not exceed one page and should be uploaded as a PDF file. An optional ISG budget justification template is available. (You do *not* need to submit a UWL Internal Grant Budget Form.) The budget justification should help the reviewers understand the budget within the context and goals of the travel. A maximum of $3,350 will be awarded per proposal. For this fund, international travel is defined as travel outside the United States of America, its territories, and Canada. While the committee reserves the right to adjust budgets, it is important that proposers carefully assess their needs and ask for funds accordingly. Applicants must correlate budget items with references to such items in the proposal narrative. Applicants should note that items included in broad categories such as "miscellaneous" or "other" will not be considered by the committee for funding unless additional detail is provided in the budget justification.

Review international travel information at the UWL travel website. For lodging and meal per diem costs, use the UW TravelWise Calculator. If budgeting for a conference, use the conference hotel rate. For airfare costs, use Concur. Provide an itemized budget by category (e.g., lodging, meal per diem, airfare) followed by a narrative explanation of the basis for those costs and information to help reviewers understand the budget within the context and goals of the travel. Example of an itemized budget:

5-day trip to Buenos Aires for conference (date X/Y/ZZZZ to X/B/ZZZZ):

Lodging	$1335.00
Meal per diem	$709.50
Airfare & booking fees (LSE to BUE)	$1759.66
Total costs	$3,804.16
Total requested from ISG	$3,350.00

E. **Letter of Support**

Include a brief letter of support from the applicant's immediate supervisor (e.g., department chair, dean) indicating that the supervisor is aware and supportive of the proposal. The letter should also indicate departmental support for the fit between the proposal and the applicant's scholarly agenda.

F. **Additional Supporting Documents**

Upload additional supporting documents if applicable. Leave blank if not needed. Upload as PDF file.

G. **Sabbatical: Additional Requirements**

If you are seeking funding for activities to be conducted during sabbatical leave, there are additional narrative requirements and budget considerations. Please see the UWL Sabbatical Guidance website for further information. If you are seeking funding for activities to be conducted on other types of institutional leave, consult with your dean.

H. **Proposal Approval Process**

The PI is responsible for obtaining approval from their immediate supervisor (e.g., department chair, dean) prior to submitting an application and must include a brief letter of support from their supervisor as part of the application (see "Letter of Support" requirements above). Please note a supervisor has the right to rescind an application that has not received their approval prior to submission.

I. **Submission Requirements**

1. Self-enroll in the International Scholarship Grant submission course in Canvas.
2. Email a copy of all grant application components to your immediate supervisor (e.g., chair, dean), allowing sufficient time prior to the submission deadline for your supervisor to review.
3. Obtain a letter of support from your supervisor.
4. By the deadline, upload and submit all proposal materials in PDF format via the submission course in Canvas. Each application component must be submitted as a separate assignment in Canvas:
   a. Cover Page & Abstract
   b. Proposal Narrative
   c. Vitae Summary
   d. Budget Justification
   e. Letter of Support
   f. Additional Supporting Documents (if applicable)
   g. Sabbatical Supplementary Information Form (only required for sabbatical projects)

VI. **Proposal Processing and Review Procedures**

A. **Merit Review Criteria**

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 will realize tangible benefits, e.g., future publications, program development, paper presentations, achievement of student learning outcomes, and/or research or consultation with other institutions.
3. The program frequently receives requests in excess of the funding available. Thus, the review committee will preference proposals from individuals who have not been funded before as well as proposals likely to lead to tenure or promotion.

B. **Review and Selection Process**

The Deans' Council will act as the review committee. Projects must meet the criteria defined in the request for proposals (RFP). The Deans' Council will evaluate and normally make funding decisions within six weeks after each deadline. Applicants should take note of the deadlines when preparing applications and ensure that they have sufficient time for the review before travel would take place. 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 Research & Sponsored Programs (ORSP). Notification of the award will also be given to the dean, the department chair, and the Budget Office.

B. **Award Conditions**

The award is conditional based on the status of the region. If the travel or safety conditions in the country or region become unfavorable, the award is withdrawn. All projects must be completed during the fiscal year specified in the grant award. 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 Provost immediately. In most situations, the travel funds will be returned to the ISG fund, and applicants will be free to submit revised proposals during the next cycle or year. For this fund, international travel is defined as travel outside the United States of America, its territories, and Canada.

If an award is made to an individual whose appointment is not renewed for the subsequent year, or they resign, all funds awarded shall be returned to the university.

Generally speaking, project activities, including all project-related spending, must be concluded by the following June 30. Please refer to the Business Services fiscal year end spending deadlines, which vary by expenditure type and typically require expenditures be completed several weeks prior to June 30. Funds will not be carried forward into the next fiscal year unless prior approval is sought through ORSP. Approval is not guaranteed, is rare, and is only granted for extenuating circumstances.

C. **Reporting Requirements**

A final report is not required.

VIII. **Contact for More Information**

All questions should be directed to the Provost Office at 608.785.8042 or provost@uwlax.edu.