

CALL FOR PROPOSALS
International Travel Course Development Grants
for Summer 2009

Background

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. Traveling to a potential site during the planning stages of course development can allow faculty to establish needed contacts and explore learning options that can greatly enhance the academic quality of the course.

Process

Grant applications should be submitted electronically to Jay Wilkinson (jay.wilkinson@simpson.edu) in the Office of International Education by 4:30pm on Monday, March 29. Grant applications received after March 29 will be considered on a rolling basis until funding is exhausted.

The format for the applications is on the next page of this notice with the budget form available on the faculty resources section of the study abroad website (<http://www.simpson.edu/studyabroad/resources/faculty.html>).

Preference will be given to applications that propose to use the funds to make in-country contacts which will enhance the academic content of the course and/or reduce its cost to students.

The applications will be reviewed by members of the Study Abroad Committee and its recommendations will be forwarded to the Dean who will make the final decision by April 10, 2009.

Eligibility

All faculty members with full-time contracts for 2009-2010 can request funding. Priority will be given to those instructors whose courses have already been proposed and are in the approval process for May Term 2010, but if funds still remain, grant applications from instructors who anticipate submitting a course proposal in January 2010 for May Term 2011 will be considered for funding as well.

Projected Expenses

Each award will be for 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 International Education Coordinator. As a reminder, receipts for meals must include an itemized restaurant receipt showing the food/beverage purchased.

For questions about the grant, contact International Education Coordinator Jay Wilkinson at extension 1288 or by email at jay.wilkinson@simpson.edu.

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

1. Name of the applicant applying for funding
2. Course title (can be tentative, if the course has not yet been proposed and approved)
3. Name of course's co-instructor, if any, and indicate if they will or will not also be applying separately for travel course development funding for this course
4. Information about when you intend to teach the course
5. A description of the proposed course and the rationale for its location for which funding is being sought
6. Information about your familiarity with the location you propose to visit (e.g., have you been there previously, if so, when and for how long?)
7. A description of how you intend to use the funding, and how the money will help develop the course. This should include a specific description of your anticipated activities, including location, schedules or itineraries. Also, please provide a justification for your use of the funds (i.e., what you hope to be able to accomplish by traveling to the site and how this could not be accomplished without traveling outside the U.S.).
8. Please indicate whether or not you are willing to allow your grant application to be used as a sample in the future.
9. In addition to this narrative, please also submit 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 (<http://www.simpson.edu/studyabroad/resources/faculty.html>). When you've 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. If you're having difficulties with the budget, the form, or anything related to this process, please feel free to contact Jay Wilkinson (ext. 1288, or jay.wilkinson@simpson.edu) for assistance.