

University-Wide RFP for Faculty-Led Study-Abroad Programs, AY 2017-2018, Study Abroad Allocations Committee

The Associate Provost for Faculty Development requests proposals for small grants to support UNM faculty-led study-abroad programs for academic year 2017-2018. Proposals are due by 5:00 pm MDT on October 17, 2017. Evaluation of proposals will take place in late October, with funding decisions announced in early November.

• Program eligibility

Only voting UNM faculty are eligible to apply for funding, and proposed programs must earn UNM course credits (Main Campus, Law School, or HSC) for enrolled students. A study-abroad program is eligible for funding if a UNM faculty member approved by the credit-granting academic unit assumes program leadership, and the academic unit assumes financial responsibility for the program.

• Eligible expenses

The primary purpose of funding is to make study-abroad more affordable for students by covering certain fixed program costs. Factors to take into consideration are: transportation, accommodations, fees to host institutions, facilities, liability insurance (see budget template). Use of funds for costs directly related to student participation is not encouraged, because individual students are eligible for other sources of support (such as Regents scholarships). Faculty salary and overhead, indirect, or administrative costs are not eligible for funding.

Historically, most grants have ranged from \$4,000-\$14,000 and have not met the entire cost of proposed programs. The size of individual grants will depend upon the number of successful proposals as well as the target student enrollment and historical enrollments if the program is run annually. In 2016-2017, a total of 21 proposals were awarded.

• Proposal requirements: All proposals must include the following five components:

1. A cover sheet ([use template](#)) must provide:
 - a) Name, position/title, department, and email of applicant
 - b) Name, position/title, department, and email for all proposed trip leaders
 - c) Anticipated number of students
 - d) Information on whether the proposed program is new, or has been previously offered (incl. previous no. of students)
 - e) Program term, course number(s) and title(s), and credit hours to be awarded
 - f) Proposed trip destination(s) and dates
 - g) Amount requested from the Study Abroad Allocations Committee (SAAC)
 - h) Total proposed budget
 - i) Statement that applicant has read, understands, and will adhere to [UNM Policy 2710](#)
 - j) Signature of applicant
 - k) Approval signature of chair, director, or dean of unit that will assume financial responsibility for program

NOTE: Programs whose trip dates and destinations are subject to a [Department of State Travel Warning](#), a [CDC Travel Health Warning](#), or other extraordinary conditions that pose serious risks to health or safety of participants, shall be modified or cancelled ([Policy 2710](#)), unless special circumstances justify an exemption or a program is in progress. To request an exemption, please contact David Wright in GEO (wrightd1@unm.edu).

2. For trips that have been previously offered, a summary of past programs must include: a) Number of times the trip has been completed; b) Number of students previously enrolled; c) Copies of student evaluations; and d) for programs that received previous SAAC funding, a copy of the most recent final program report.
3. Trip description, which includes: a) Summary of academic content; b) Timeline; c) Facilities used or visited in host country; d) Planned roles of local facilitators (including before, during, and after study-abroad experience); e) Academic and professional qualifications of trip leaders; f) General qualifications of local facilitators; and g) Identification of and planning for potential hazards.
4. Role in students' academic, professional, and personal development, which includes: a) Learning objectives for course; b) Information about how course will meet learning objectives (such as syllabus, course calendar, assignments, field experiences, etc.); c) Role of course within relevant degree program(s) (e.g., required course, elective course, optional course, part of multi-class sequence, etc.); d) Contribution of course to departmental, college-level, and university-level academic goals; e) Description of support that will be provided to students before, during, and after the program; and f) Anticipated connections of study-abroad program to prior and subsequent coursework.

5. Budget (use spreadsheet template), which includes: a) Itemized total cost of trip; b) Itemized amount requested from the SAAC; c) Itemized amount received, requested, or to be requested from all other funding sources; d) Estimated total enrollment; e) Cost per student with and without SAAC funding; f) Faculty expenses with and without SAAC funding; g) Justification of cost estimates; and h) Explanation of expected financial administration and management.

NOTE: Applicants should save the information from this RFP. Similar information is required for the GEO program proposal, which can be accessed [here](#).

- **Proposal evaluation**

Proposed programs will be funded on a competitive basis. The Study Abroad Allocations Committee (SAAC), which is composed of faculty and staff and serves at the charge of the Associate Provost for Faculty Development, will perform evaluations in late October. Proposal evaluation will continue until available funds have been exhausted. Funding decisions will be communicated to applicants in early November.

Successful applicants must submit a final report to the SAAC no later than September 1, 2018 (see guidelines). Applicants will not be eligible for future SAAC funding until the final report has been received.

Proposals will be evaluated based upon the following four criteria:

1. Academic Content (35%): a) Appropriateness: The focus of the program is appropriate to the site chosen, and for the dates proposed. b) Field study: The trip makes effective use of appropriate host-country contacts and/or institutions for structured experiential learning. c) Length: The length of the program is appropriate to the number of course credits. d) Expectations and objectives: Learning objectives and expectations for student performance are clearly stated. e) Course requirements: The program is academically rigorous and integrates a range of learning activities, such as readings, practical exercises, discussions, service learning, and performance. f) Programmatic relevance: The proposed trip directly contributes to meeting the learning objectives and requirements of relevant degree program(s), as well as the broader academic mission on campus. g) Cross-listed courses: For cross-listed graduate/undergraduate courses, the distinction between the requirements for graduate students and undergraduate students is clear. h) Leadership: Trip leaders and local facilitators are qualified to supervise learning and travel. The creativity of the faculty in designing the study-abroad program is an important consideration.

2. Budget (30%): a) Appropriateness: Only necessary and reasonable costs are included in the budget. b) Accuracy: Costs and enrollment estimates are justified and realistic. c) Effectiveness: Proposed trip provides good value for students, and for UNM. d) Accountability: The proposed program includes adequate and appropriate financial management and oversight.

3. Student Mentoring (20%): (not all of these criteria will be relevant to all proposals): a) Orientation: The program includes appropriate orientation for students prior to departure and upon arrival that may include topics such as academic goals, health and safety issues, and host country language(s), culture(s), and society. b) Ongoing support: The program provides students with continuous access to information on the host country language(s), culture(s), and society. c) Personal development: The trip provides opportunities that encourage an appropriate quality and depth of personal development for students through interactions with host-country people and institutions (such as leadership training, service opportunities, experience with ambiguity and difference, or increased cultural awareness). d) Professional development: The program includes appropriate opportunities for students to learn career-specific skills, to establish professional relationships, or to gain knowledge of international career pathways. e) Language and intercultural development: The trip provides appropriate language and intercultural development opportunities.

4. Logistical Preparation (15%): a) Safety: Proposed trip adequately considers potential hazards that may be encountered generally in international travel and specifically in the proposed destination. Appropriate emergency preparedness is included in the trip plan. b) Amount of travel: The amount of travel proposed in the host country is appropriate considering the learning objectives, and the proposed length of the trip. c) Student selection: Prerequisites, recruitment, and selection processes are transparent, fair, and consistent with general institutional standards and the specific criteria that program leaders may choose. d) Recruitment: A recruitment plan that identifies likely sources of students and methods of recruitment is provided.

- **Proposal submission: Only electronic submissions will be accepted.**

Submit proposals to Mark Orgeron (morgeron@unm.edu) in the Provost's Office. For questions, contact the SAAC Chair, Christine Sauer, at sauer@unm.edu.