

University-Wide RFP for Development of New Study-Abroad Programs, AY 2017-2018, Study Abroad Allocations Committee

The Associate Provost for Faculty Development requests proposals for small grants to support the development of new study-abroad components to enhance established or proposed new courses. Course development should be completed before the beginning of academic year 2018-2019, with the study-abroad component anticipated no later than August 2019. 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 be associated with a course (or courses) that will earn UNM credits (Main Campus, Law School, or HSC) for enrolled students. Courses associated with a proposed study-abroad component must be listed in the current UNM catalog, or proposed for inclusion in the 2018-2019 catalog. The credit-granting academic unit must assume financial responsibility for the study-abroad component. Preference will be given to new study-abroad components developed by faculty with limited experience leading study-abroad programs.

• Eligible expenses

The primary purpose of funding is to encourage the development of new faculty-led study-abroad programs by enabling interested faculty to visit possible host sites, people, and institutions; develop course materials; plan program logistics; hire assistants to help with program development; and cover other reasonable and appropriate expenses. Costs directly related to course/program development are eligible, with expenses directly related to the study-abroad component preferable to other costs. Faculty salary and overhead, indirect, or administrative costs are not eligible for funding.

Grant proposals should not exceed \$4,000. The size of individual grants will depend upon the number of successful proposals, and may be less than the requested amount. In 2016-2017, a total of 4 proposals were awarded.

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

1. A cover sheet ([use template](#)) must provide:
 - a) Name, position/title, department, and email of applicant
 - b) Course number and course title (for established courses)
 - c) Course number, course title, and anticipated decision date of appropriate curriculum committee (for proposed new courses)
 - d) Proposed term, dates, and destination(s) for new study-abroad component
 - e) Anticipated enrollment for the course
 - f) Amount requested from the Study Abroad Allocations Committee (SAAC)
 - g) Total proposed budget
 - h) Statement that applicant has read, understands, and will adhere to [UNM Policy 2710](#)
 - i) Signature of applicant
 - j) Approval signature of chair, director, or dean of responsible academic unit

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. Proposal narrative, which must include specific information about the trip and the proposed study-abroad component: a) Course number, title, and catalog description; b) Number of credits for the course, with and without the proposed study-abroad component; c) Relationship of proposed course to relevant degree program(s) (such as required course, elective course, optional course, part of multi-class sequence, etc.); d) Learning objectives for proposed study-abroad course; e) Information about how course will meet learning objectives (such as syllabus, course calendar, assignments, field experiences, etc.); and f) A statement that succinctly states how the proposed study-abroad component enhances the course.

3. Additional information, which should address the following topics: a) Would the study-abroad component have any broader impacts at UNM or beyond?; b) What impact on course enrollment is anticipated if the study-abroad component is initiated?; c) What resources exist in the host country in terms of education, healthcare, and travel?; d) What are potential risks of visiting the proposed host country?; e) What, if any, impacts might the study-abroad component have on the host country?; f) What is the approximate cost of travel to, and lodging in, the host country? Does this vary seasonally?; g) What experience does the applicant have in the proposed host country?; and h) What obstacles are there to establishing the proposed study abroad component?
4. Budget, which should identify and justify costs associated with developing the proposed study-abroad component (including travel and per diem expenses). The applicant must identify specific items that may be needed, such as travel to the proposed host country, and provide cost, source for cost, and justification for every item in the budget. Faculty salary and overhead, indirect, or administrative expenses are not allowable, and the requested budget must not exceed \$4,000. Information on allowable per diem rates is available in [UBPPM policy 4030](#). The budget must also identify any other sources of funding that will be available for course development (such as departmental funds).

- **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). The final report should summarize outcomes of the program development effort, including the status of the proposed program. Applicants will not be eligible for future SAAC funding until the final report has been received.

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

Submit proposals to Jennifer Love (jenlov22@unm.edu) in the Provost's Office. For questions, contact the SAAC Chair, Christine Sauer, at sauer@unm.edu.