

**Request for Proposal for Exploratory / Preparatory Travel for Future Study-Abroad  
Programs, AY 2024-2025  
Study Abroad Allocations Committee**

The Associate Provost for Faculty Success requests proposals for small grants to support preparatory travel by faculty during academic year 2024-2025 and summer 2025, for the purpose of establishing future study-abroad programs. Proposals are due by **5:00pm on October 18, 2024**, with funding decisions announced in November.

You may also find more information on the Provost SAAC webpage here:  
<https://provost.unm.edu/offices/faculty-develop/study-abroad-allocations-committee.html>

**Program eligibility**

Applicants must hold primary appointments as voting faculty members at UNM Albuquerque Main Campus, Law School, or Health Sciences. The applicant faculty member(s) proposing preparatory travel for a new study abroad program must commit to assuming leadership of the future program, and to serving as trip leader(s) during the future study abroad experience. The applicants' academic units must assume responsibility for fiscal administration of the faculty member(s) travel and future program, or the applicant may obtain agreement from another unit to provide those services. The unit providing administration must co-sign the application. Preference will be given to new study-abroad components developed by faculty with limited previous experience leading study-abroad programs, and to future program concepts that are markedly different from previous UNM offerings.

**Eligible expenses**

The primary purpose of funding is to encourage the development of new, high-quality faculty-led study-abroad programs by enabling interested faculty to visit possible host sites, people, and institutions; plan program logistics; hire assistants; identify vendors and possible local assistants abroad; and cover other reasonable and appropriate travel expenses associated with preparing a faculty-led program for a future semester. Faculty salary and overhead, indirect, or administrative costs are not eligible for funding from this source. Please refer to [UNM Policy 4030](#) for further information on eligible expenses.

Grant proposals should not exceed \$4,000.

**Proposal requirements:**

**1) Complete the basic application in InfoReady.** This provides the review committee with basic information about who is applying and for what. This replaces the “cover sheet” used in previous years.

**Attach to that application the following:**

**2) Budget:** Please complete a budget [using the spreadsheet template](#). This is the budget for the exploratory travel, NOT for the future student program in preparation. Please add to the bottom of the spreadsheet notes and explanation of planned expenditures and identify other funding sources obtained or sought and pending. Be sure that cost estimates are based on actual data and reflect best efforts to keep costs low consistent with health, comfort, and safety.

**3) Proposal Narrative:** All proposal narratives must include the following components. Please read the component descriptions as these have changed from previous competitions. Be succinct in responding to each section. ***Proposals are limited to six (6) pages excluding budget and supplemental materials if any.*** The committee understands that this is a request for travel to explore and prepare for a future study abroad program, and that not all details of the future program are determined at the time of this proposal for preparatory travel.

**Program Description:**

Please describe the learning objectives and content of the program. What international learning experiences are planned, and how do they advance program goals? In particular, address ways in which the program will provide learning opportunities unattainable through on-campus instruction. Indicate the instructional roles of the program leader(s) as well as others with whom the students will interact during the program. Identify the UNM course(s) under which the future study abroad program will take place, and *briefly* describe how the proposed course will prepare students for the experience abroad, as well as how the experience abroad extends what is learned in the classroom. Describe how the program relates to degree programs if applicable.

**Program leader and local facilitator qualifications:**

Describe the academic qualifications of the trip leaders as well as their experience in the destination country. Note that this exploratory travel program prioritizes faculty exploring their first faculty-led program, so lack of previous experience leading student programs is not disqualifying. However, faculty applicant(s) should demonstrate appropriate preparation and local knowledge/connections in the host country and area.

**Health & Safety:**

Identify potential hazards that may be encountered in the destination country and locations, during the faculty member's exploratory trip as well as the planned future student program. Address hazards that the UNM group may pose to host communities. Include a brief program health and safety plan (ex: group emergency meet-up location, plan for educating students on hazards; COVID-19 precautions for students and host communities; contingency plans for handling illness, including COVID-19, of participants or leaders).

**Student selection:**

Briefly describe planned program prerequisites, recruitment plan and participant selection processes.

**Proposal submission:** Apply through [InfoReady](#). For questions, contact the committee administrator at ([saac@unm.edu](mailto:saac@unm.edu)).

Successful applicants will be required submit a [final report](#) to the SAAC no later than September 1, 2025. 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, including support for student programs, until the final report has been received.