

Request for Proposals for Faculty-Led Study-Abroad Programs, AY 2024-2025

Study Abroad Allocations Committee

The Associate Provost for Faculty Success requests proposals for small grants to support UNM faculty-led study-abroad programs for academic year 2024-2025. Proposals are due by **5:00 pm MDT on October 18, 2024**, with funding decisions announced in early November.

Applications will be submitted through [InfoReady](#). Entries in the InfoReady system will substitute for the “coversheet” used in previous years. Applications are limited as to length, and the budget spreadsheet has been updated to reflect unit and per-day costs.

Applicants for full faculty-led student programs must initiate a program registration with the [Global Education Office](#). The registration does not need to be completed but must be initiated coincident with the application to SAAC. Please ensure that the program name used for registration with GEO matches the title used in the SAAC proposal, and that both applications include names of the faculty leaders and the submitter.

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 on UNM Albuquerque Main Campus, Law School, or Health Sciences campuses. The applicant faculty member(s) must commit to assuming program leadership and serve as trip leader(s) during the study abroad experience. The applicants' academic units must assume responsibility for fiscal administration of the program or obtain agreement from another unit to provide those services. In such cases, the unit providing administration must co-sign the application. Successful applicants must submit a final report to the SAAC no later than September 1, 2025 (see [guidelines](#)). Applicants will not be eligible for future SAAC funding until the final report has been received. Programs from previous years that have not submitted reports are not eligible for funding.

Eligible expenses

The primary purpose of funding is to make faculty-led study-abroad more affordable for students by covering certain fixed program costs. Fixed costs include costs for the faculty members who accompany the group (such as their airfare, lodging, food, airport transfers, etc.) as well as group activity costs (such as guest lecture honoraria, facilities rental, group transportation, group meals, field trips and cultural activities, etc.) See the budget template for additional details. Use of funds to directly offset individual student participation (such as airfare, individual lodging, etc.) is not encouraged. Individual students are eligible for other sources of support (such as GEO International Study Grants). Funds under this program may not be used for faculty salary and overhead, indirect, or administrative costs.

The size of individual grants will depend upon the budget available, the number of successful proposals, the target student enrollment and historical enrollments if the program has been run in the recent past, and alignment with program priorities.

NOTE: Global public health and political conditions remain unpredictable. SAAC will consider applications for any country with Department of State Level 3 Travel Advisories or better at the

time of review, with the understanding that actual permission for students to travel will depend on conditions prior to departure, and that all programs must comply with [UNM Policy 2710](#).

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. Please add to the bottom of the spreadsheet notes and explanation of planned expenditures, and identify all 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. The number of faculty co-leaders should be proportionate to the expected number of student participants.

All proposals 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 6 pages excluding budget and supplemental materials if any.***

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 study abroad program will take place, and *briefly* describe how the course prepares students for the experience abroad and 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 past experience in the destination country. Also describe the qualifications and experience of local program facilitators in educating and guiding international students. Lack of previous experience leading student programs is not disqualifying if the faculty applicant(s) demonstrate appropriate preparation and local knowledge/connections in the host country and area.

Program History

Briefly indicate whether the program has been offered previously, when and how often; numbers of students previously enrolled; how the program has been adjusted based on student feedback or changing conditions, if relevant.

Health & Safety: Identify potential hazards that may be encountered in the destination country and locations, as any 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 program prerequisites, recruitment plan and participant selection processes.

Tip: Applicants should save the information assembled in response to this RFP. Similar information is required for the GEO program proposal, which can be accessed [here](#).

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