

**Request for Proposals for Faculty-Led Study-Abroad Programs, AY 2021-2022,  
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 2020-2021. Proposals are due by 5:00 pm MDT on November 19, 2021, with funding decisions announced in December. Note that this time table is later than usual, reflecting expectations that COVID-19 will continue to impose constraints on study abroad programs until mid-2022.

**Program eligibility**

Applicants must hold primary appointments as voting faculty members on UNM Albuquerque Main Campus, Law School, or HSC. 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.

**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 budget template for additional details. 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' International Study Grants). Faculty salary and overhead, indirect, or administrative costs are not eligible for funding.

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

**NOTE:** Programs that were previously funded for AY 2019-2020 or AY 2020-2021 and were unable to proceed because of the pandemic may reapply for supplemental funding through this process to cover costs that have increased since the initial award. In such cases, clearly indicate in the budget spreadsheet and explanation what funding was previously awarded for this program (and retained on account with the department), as well as the reasons and basis for specific additional costs expected for 2022.

**NOTE ALSO:** At the time of announcement of this RFP, global public health conditions remain changeable and uncertain, and US State Department travel advisories currently rate most countries as level 3 "Reconsider Travel" or level 4 "Do Not Travel." In this dynamic environment, SAAC will consider applications for any country at Level 3 or better at the time of review, with the understanding that actual permission to travel will depend on conditions in early- to mid-2022. All programs must comply with [UNM Policy 2710](#).

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

A *cover sheet* (use template) with all required signatures, submitted as a .pdf. Electronic signatures are acceptable.

**Program Description:** a) summary of program; b) summary of academic content; c) timeline; d) facilities used or visited in host country; e) planned roles of local facilitators (including before, during, and after study-abroad experience); f) academic and professional qualifications of trip leaders; g) general qualifications of local facilitators. For trips that have been previously offered, include 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; d) description of how the program has been adjusted based upon student feedback and current circumstances; and e) a copy of the most recent final program report.

**Summary of the program's intended contribution** to students' academic, professional, and personal development, including: 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 international program; and f) anticipated connections of study-abroad program to prior and subsequent course content.

**Health & Safety:** Identify potential hazards that may be encountered in international travel and specifically in the proposed destination. Include 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:** Describe program prerequisites, recruitment plan and participant selection processes.

**Budget** (use, but feel free to modify, spreadsheet template). Include: 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.

**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 evaluation:** Proposed programs will be funded on a competitive basis, with evaluation done by the Study Abroad Allocations Committee (SAAC), which is composed of faculty and staff and serves at the charge of the Associate Provost for Faculty Success. Proposal evaluation will continue until available funds have been exhausted. Funding decisions for AY 21-22 will be communicated to applicants in December.

Successful applicants must submit a final report to the SAAC no later than September 1, 2022 (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:

**Academic Content** (30%): 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 combined 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.

**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) value: Proposed trip provides good value for students, and for UNM; d) accountability: The proposed program includes adequate and appropriate financial management and oversight.

**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.

**Logistical Preparation** (20%): 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 Dach Vann in the Provost's Office ([saac@unm.edu](mailto:saac@unm.edu)). For questions, contact the SAAC Chair, Kristina Yu ([khyu@unm.edu](mailto:khyu@unm.edu)).