

## International Fellows Program (IFP) Request for Proposals

**Proposal Due Dates** (targeting projects planned for Winterim 2023 or later):

- October 24, 2022 to Department Chairs, Program Directors or Supervisors
- October 31, 2022 to the Immersions Coordinator (Jeff DeGrave), Academic Affairs

The IFP Review Committee consists of UW-Eau Claire faculty and staff with expertise or experience in collaborative research abroad, service-learning, and international education. The total number of programs that will be funded depends on the number of applicants and quality of proposals. Academic Affairs will confirm awards in approximately 7-8 weeks after the application deadline.

### Funding Cycle

The International Fellows Program has three calls for proposals during each fiscal year:

1. The final week of October;
2. The first week of spring semester; and
3. The middle of June.

The second and third calls will be subject to availability of funds.

### Goals of the International Fellows Program

1. To actualize UW-Eau Claire's commitment to accelerate global learning;
2. To support UW-Eau Claire's commitment to transformational learning; and
3. To fulfill an unmet student and faculty need for financial support to conduct international research and creative activities

One additional desired outcome is that some funded projects might grow into longer-term, self-sustaining international relationships, faculty-led programs or study abroad programs.

### Context / Funding Sources of this RFP

The International Fellows Program (IFP) for Research, Service, and Creative Activity is made possible by a multi-year Blugold Commitment Grant. It is an innovative program coordinated by the Intercultural Immersions Office, the Office of Research and Sponsored Programs (ORSP) and the Center for Service-Learning (CS-L). The IFP capitalizes on the strength and success of high impact academic experiences and is dedicated to supporting international student-faculty collaborative research / creative activity and community-based research.

### Eligibility

The International Fellows Program is open to current UW-Eau Claire faculty and academic staff with 0.50 FTE or greater appointments. Student researchers must be degree-seeking undergraduate students at UW-Eau Claire at the time of application and throughout the research project. **Student researchers are only eligible to be funded for one IFP experience.** Graduate students are not eligible for IFP funding. At least one student on the research team must have a minimum of one additional semester at UW-Eau Claire after the project is completed to help disseminate research on campus and to ensure research is completed. **First time applicants are encouraged and will be given preference. The receipt of funding one year does not guarantee funding in future years.** Interested faculty and academic staff are encouraged to apply for other Blugold Commitment-funded immersion programs; however, each program proposal should be unique and date and time conflicts across the programs must be avoided.

### Proposal Models

The IFP Review Committee will accept proposals with two potential models of faculty-student collaborative research/creative activity or research-service learning:

- **Faculty / Staff Driven:** faculty/staff identifies a research or creative activity project within their academic field, and then selects students with similar interests and academic background. As a research team, you work together to plan and design your project. Faculty or academic staff may apply for multiple years of funding for the same research project, but a new proposal must be submitted each year as funding is only currently awarded for one year at a time. If funding is limited, priority will be given to new research projects and first-time applicants.
- **Student Researcher(s) Driven:** a UW-Eau Claire undergraduate student or group of students identifies a research or creative activity project within their interests and academic background, and then finds a faculty or academic staff mentor. Faculty/Staff mentors must be in a related academic field, provide support and preparation sessions before travel, travel with students during the in-country research portion, have sufficient knowledge of host country, and provide support for follow-up analysis and research presentation after the travel portion. Student researchers must demonstrate sufficient knowledge of research methodology necessary, have conducted a literature review and / or a pertinent background study on their topic, and be prepared to present their research at CERCA and other opportunities on campus and beyond.

### Research Definition

For the purposes of this grant program, **the International Fellows Committee defines the term “research” as any original, investigative, or other type of scholarly activity.** As such, the proposed work may include a variety of original and creative efforts directed toward the advancement of knowledge and understanding within any academic discipline. The committee recognizes that methods of inquiry vary among disciplines. Methodologies used in the basic and applied sciences, for example, will likely differ from those in education or fine and performing arts. Nonetheless, all proposed projects must meet the following criteria: (1) demonstrate a degree of originality and independence on the part of the student(s), (2) clearly state project goals, (3) describe a realistic methodology that appropriately addresses the goals, (4) provide a clear and reasonable timeline, and (5) describe results or products with potential for publication, presentation, performance, exhibition, and / or dissemination through other acceptable means of professional communication or expression. If you are looking to create a faculty-led immersion program, please redirect to the CIE’s *Opportunities for UW-Eau Claire Faculty* page: <http://www.uwec.edu/CIE/divisions/uwecfaculty/Faculty-Led-Study-Abroad.htm>

### Program Requirements

To receive IFP funding, programs **must** meet the following requirements:

- 1) This award is contingent upon the receipt and acceptance of any outstanding final reports due from previously awarded internal or extramural grants. No funding will be approved if previous IFP final reports are incomplete **or before** ORSP has the approved IRB protocol number on file.
- 2) **Funds for 2023-2024 will not be released until July 1<sup>st</sup> of the fiscal year of your award.**
- 3) Applicants must demonstrate some financial support from their college, department, unit or division as part of the application.
- 4) Students must be currently enrolled as full-time undergraduates at UW-Eau Claire during the experience abroad for students to be eligible for the International Fellows Program grant and student stipend.
- 5) A minimum of **two (2)** students is required for any IFP project with a maximum of **six (6)** students.
- 6) Students will complete their applications through the online Studio Abroad system, as well as **pay a \$30 application fee to the program.** Student researchers will be enrolled in the system upon receipt of this award letter and notified via email with instructions to complete their application.
- 7) Student(s) are required to enroll in a 1-credit Independent Study / Directed Study within the Faculty / Staff Mentor’s department during the semester before or after IFP travel.

- 8) Faculty should meet with the Immersions Office regarding proper procedures for paying international airfare, in-country travel, and lodging costs.
- 9) Faculty / Staff Mentors must meet with student researchers at least one time before departure to provide information on the country, health and safety, money and budgeting, cultural adjustments, and details of the research project. In addition, students are required to attend a mandatory orientation for all faculty-led immersion participants.
- 10) Faculty / Staff Mentor(s) and student(s) are expected to spend **two to three (or more) consecutive weeks (at least 14 days)** including travel, in the host country and all projects must occur during Winterim or Summer terms so as not to interfere with semester academic and administrative commitments. For faculty on sabbatical, fall and spring projects are also possible.
- 11) Faculty / Staff Mentor(s) must be on-site with students during the entire duration of the project. Faculty / staff may not travel to other regions or other countries and leave students unsupervised.
- 12) Immersions Staff will enroll all faculty, staff, and student participants in the U.S. State Department Travel Registration system: <https://travelregistration.state.gov/ibrs/ui/>.
- 13) All UW-Eau Claire faculty, staff, and student participants must be enrolled in the UW system mandated international health insurance. You and your students will be enrolled in the insurance by Immersions staff and the coverage will be paid from the general IFP fund. Each month of coverage costs approximately \$40 per participant.
- 14) In some cases, travel to countries or regions on the U.S. Department of State's Travel Warning List is prohibited. Please see UW-Eau Claire procedures for travel to countries on the U. S. Department of State's Level 3 List (<http://www.uwec.edu/CIE/divisions/uwecfaculty/travel-policy-and-waiver.htm>). Level 4 countries are not eligible for IFP research.
- 15) Faculty / Staff Mentor(s) must notify Jeff DeGrave of any changes in travel dates and complete the Travel Information Form to provide an in-country address and phone for emergency contact purposes.
- 16) It is expected that you will not withdraw from your commitment to the International Fellows program except in an emergency. If you cannot fulfill the requirements of the grant, you must notify Jeff DeGrave immediately. You will be responsible for returning all funds to the International Fellows Program including airfare and stipend, if they have been awarded.
- 17) Funding recipients are expected to present their scholarly outcomes at UW-Eau Claire Celebration of Excellence in Research and Creative Activity (CERCA) and/or UW System Symposium. Students are also encouraged to present their results at other discipline-specific research venues or student conferences.
- 18) Publications, presentations, performances, or exhibitions resulting from work funded by this grant program should acknowledge that support for the project came from Blugold Commitment funds through the University of Wisconsin-Eau Claire Student-Faculty International Fellows Program for Research, Service, and Creative Activity.
- 19) If you anticipate having any unexpended funds, notify Jeff DeGrave so that the funds may be used to assist other faculty with their international research or service projects.
- 20) Faculty and student recipients are required to submit a project evaluation via Qualtrics within one month of receiving it.
- 21) Faculty or academic staff will be required to submit a final report on Qualtrics to be completed within 30 days of returning and submit copies of all TERs, and students must complete an online evaluation.

### International Fellows Proposal Guidelines for Submission

Applications must be submitted using the e-form available in BPLogix under Academic Affairs. The e-form includes:

- Title of Research or Creative Activity
- Applicant Information (for faculty / staff leaders and student researchers)
- Synopsis of proposed project
- Budget Estimates

- Routing and Approval Signatures
- *Required Attachments:* Application Narrative
- *Recommended Attachments:* Program Itinerary, Letters of Support from local partners

The proposal becomes the University's permanent file copy and serves as a contract between you and the University, indicating that you will fulfill your obligations as outlined in this document.

#### **Routing and Approval of IFP Proposals:**

The departments/programs and colleges/division of all faculty/staff coordinating these IFPs must read and approve the grant proposal. These include first level supervisors [typically a department chair or unit administrator] for all departments involved and next level supervisor [typically a College Dean, AVC, or VC]. Supervisors should comment on the quality and significance of the IFP, include a statement of support, amount of funding, account number to which the funding support will be released, and the applicable fiscal year. Faculty collaborating across departments and/or colleges and faculty with split appointments must get signatures from all relevant chairs/administrators and deans.

#### **Narrative Directions:**

Please use the Application Narrative Word Document to provide your answers for each section below, and then upload it as an attachment to the e-form. Use the suggested answer length provided on the Word document to guide you through the narrative. The total uploaded document cannot exceed 6 pages.

**I. Statement of Problem/Significance of Project:** clearly state the significance of your research question or project goals and how your research questions or project goals fit into your academic discipline. Include a brief literature review (list of references should be included at the end, not to be counted in the page limit).

**II. Objectives:** discuss the specific objectives for the project, and list if any Liberal Education Learning Outcomes are aligned with those objectives. Project objectives should be clear, reasonable in scope and timing, and clearly placed within the theory and methodology of the academic discipline. **NOTE:** Students may receive S3 credit for their International Fellows Project, please contact ORSP for more information.

**III. Project Plan and Project Itinerary:** describe your complete project plan for accomplishing scholarly goals, including how your plan is consistent with your academic discipline. Include details about the methodology, data collection, and data analysis. Also include procedures and nature of student and mentor activities before, during, and after the in-country research activities as well as a daily itinerary of your in-country activities.

**IV. Mentor / Student Knowledge of Host Country:** Provide a detailed explanation addressing current knowledge / experience of both faculty / staff leaders and student researchers and preparation for the host country (e.g., language skills, experience in host country, experience with host nationals, etc.). Faculty / Staff mentor(s) and / or student(s) must demonstrate sufficient knowledge of the host country culture and language to complete the proposed project or include plans for translation services as necessary.

**V. Risk Management:** research and describe the health and safety concerns associated with the program location (consider potential for crime, natural disasters, transportation, food and water, etc.). Address how you will prepare students for those risks before travel, and how you will mitigate those risks while in-country. Useful links are: Centers for Disease Control and Prevention (<http://www.cdc.gov/>), U.S. Department of State (<http://travel.state.gov/content/travel>), and Association for Safe International Road Travel (<http://www.asirt.org/>).

**VI. In-country Collaborators (optional):** provide a description of community partner arrangement, feasibility and sustainability of the project. A letter of support from the host country is encouraged. If your project includes a service-learning component, describe the service learning project and demonstrate the support of a community partner and the

appropriateness and feasibility of the service project (a letter of support from the partner is strongly encouraged).

**VII. Dissemination of Research Results:** describe your expected research outcomes and possible forms of the final product, (e.g., publishable manuscript, conference paper, invention, software, exhibit, performance, etc.) in addition to CERCA. Be specific about the methods used to disseminate your results to a wide audience, (e.g., state the target journal for publication of a manuscript, the conference for presentation of the results, or the site for a performance or exhibition).

**VIII. Expected Benefits:** describe how the project will fit into your overall professional development, the expected benefits to the host country or community, and expected benefits to UWEC students, faculty / staff, and the institution. Will this research be used to internationalize your current class content and reach students who might not be able to study abroad, and if so, how? Any benefits to the campus community should be clearly stated (e.g. internationalization of course content; establishing international connections for future research; promoting ongoing, sustainable, economic, social and educational development; making contacts for faculty or student Fulbright opportunities; etc.).

### **Guidelines for Proposal Budgets**

Based on actual expenses of past funded IFP proposals, a 3-week international research project for 3 students and 1 faculty might request about \$3,000 – \$4,000 total in IFP funding per student, including stipends. If your budget exceeds this range, please revisit your expenses and / or contact the Immersions Office. Of course, this range will vary to any number of variable costs such as international flights, the local cost of living, currency exchange rates, and more. However, proposals that demonstrate a concerted effort to keep costs down, where possible, will be prioritized. Use the eForm to create the budget for your proposal.

### **Budget Directions:**

Use the “Budget Estimates” section of the eForm to indicate all expenses for the program and projected income sources. Clearly indicate which budget items are requested through this proposal and specify other funding sources. Repeat programs should base the budget on past actual expenses, including inflation. New programs must demonstrate sufficient basis for budget line items. You can attach a short budget description for further detail, including any research or requested quotes for budget line items. It is expected that the budget is accurate as noted in the proposal.

**Note:** IFP grant recipients will not be allotted additional funds if expenses exceed those budgeted.

It is very important that applicants carefully assess their needs and request funds accordingly. Applicants must relate budget items with materials or expenses discussed in the proposal narrative. **Note:** applicants should not include broad categories such as “miscellaneous” or “other” without proper description and justification—they will not be considered for funding and may influence the evaluation of the proposal. The International Fellows Committee reserves the right to adjust budgets. Proposals that demonstrate a concerted effort to keep costs down, where possible, will be prioritized.

### **Funding Guidelines:**

Items that are eligible to be funded include the following (for specifics and guidelines, see the Accounts Payable Website under Travel (<http://www.uwec.edu/Bussvs/acctpay>):

- Faculty/staff stipend for planning and/or leading the program, not to exceed \$1,500 per faculty/staff leader (**Note:** If faculty receive external compensation for their time during the IFP, they are not eligible to receive the \$1,500 stipend.)
- Student meal allowance during the research project, not to exceed \$1,000 per student
- International airfare
- In-country transportation
- Accommodations
- Supplies

Items that are NOT eligible to be funded include the following:

- Tuition
- Per diem for meals (complimentary breakfasts offered by hotels are not considered per diem)
- Passport and Visa costs for students
- Phone, internet, and / or laundry
- Tourist activities not related to research project
- Gifts for local partners
- Personal expenses

Blugold Commitment IFP funding will cover 100% of total allowable costs in addition to faculty stipends and the student meal allowance. The International Fellows project grants are not intended to be projects without any personal expenses. Please expect some cost and ensure student participants understand that there will likely be personal contribution for the experience. Student and faculty/staff financial contribution will include non-eligible expenses such as cultural activities or passport / visa fees.

If awarded, Immersions Staff will request and process faculty stipends and student meal allowances, travel authorizations, CISI health insurance, and State Department STEP Program enrollment. Once signed contract and IRB or IACUC protocol number as appropriate for research involving human or animal subjects is received, you will have access to your travel/supplies budget through the International Fellows Program general account, managed by Jeff DeGrave. You must coordinate purchases of international flights, travel advances, and in-country expenses reimbursement through Jeff DeGrave.

**Proposal Submissions and Assistance:**

Proposals should be submitted to the Immersions Office through the eForm. Proposals for 2023-24 are due to your Department / Program Chair by October 24, 2022 so that the Immersions Office can receive them full approved and signed by October 31, 2022.

**Acknowledgement of IFP grant:** *All scholarly products resulting from the project should acknowledge funding from Blugold Commitment Differential Tuition for the International Fellows Program at the University of Wisconsin-Eau Claire in that final product.*