
To: Provost Office, Deans and Department Chairs, and Administrative Managers
From: Hai-Lung Dai, Provost
Date: February 3, 2016
Re: Internationalization Grants for Faculty and Staff from the Office of International Affairs

Internationalization Grants have been created by the Office of International Affairs to provide faculty and staff with funding to engage in projects that will help the University integrate international and intercultural perspectives and content into teaching, learning, research, and campus life.

The Office of International Affairs is pleased to support proposals that extend across disciplines, enhance the international reputation of Temple University, and extend the University's globalization mission. Preference will be given to projects that result in participants making a direct contribution to internationalization efforts at Temple University.

Schedule for Submission:

March 31, 2016 proposal submission deadline for travel intended for **July 2016 - June 2017**

Proposals that fall within the following four categories will be considered:

Category 1. Faculty Exchange with International Partner Universities

Grants in this category will support projects where a faculty member travels to one of Temple University's international university partners and participates in an activity that will enhance his/her international experience and knowledge and foster relations between Temple and its partner institutions. Activities include, but are not limited to, delivering lectures, teaching a course in the summer (typically July), taking a sabbatical, and developing collaborative research. Faculty may visit multiple partner universities in the same country or in multiple countries. Temple University's partner universities can be found online: <http://www.internationalaffairs-temple.org/search2/index.php>
Grant Amount: Up to \$4,000.

Category 2. Faculty – Collaborative Research

Grants in this category will support investigators to travel for existing or future research projects that either involve working cooperatively with scholars abroad and/or cover a research topic with an international component. Activities include, but are not limited to, efforts toward developing proposals for collaborative research, coauthoring publication, conducting joint research projects, or establishing joint research centers. Grant Amount: Up to \$4,000.

Category 3. Faculty - Globalization of Curriculum

Grants in this category will fund faculty travel with the purpose of developing and implementing international components into specific courses. During the travel the faculty is expected to forge connections with international scholars and institutions that are critical for curriculum development. This grant is intended to provide a means to enable the addition of an international element to the course or greater depth to an international topic not previously present in the course. Faculty may visit multiple universities in the same country or in multiple countries. Grant Amount: Up to \$4,000.

Category 4. Faculty and Staff - Globalizing the Campus

Grants in this category are open to Temple University faculty and staff members whose proposed international travel aims to 1) improve the campus life for international students at Temple, 2) serve Temple students engaging in study abroad, 3) assist in recruiting international students to Temple, and 4) assist in forging relations between Temple and international institutions. For example, traveling abroad to learn how programs and universities abroad receive and serve American students or other international students can be a valuable experience to help improve upon Temple's protocols and make a direct contribution to campus internationalization efforts. Grant Amount: Up to \$4,000.

Process and Deadlines for Submission

Upon approval from faculty's department chair and dean or administrator's direct supervisor and division head, the proposals (see below for format) can be sent directly to Patrice Smith Smiley in the Office of International Affairs, at InternationalizationGrant@temple.edu. Awards will be decided upon by a committee composed of faculty/staff members appointed by the Associate Vice Provost for International Affairs. The grantees will be notified of results of the proposals within one month of the proposal submission deadline.

Proposal Checklist

1. Complete the internationalization grant application form. This form includes applicant and project summary information: applicant contact information, title of the project, name(s) of the director(s), project goals, objectives, timelines, proposed outcomes, a list of other Temple University or outside funding applications for the same project and the status of such requests, the total amount of funding requested from the Office of International Affairs, and the time period for which funding is requested.
2. Budget outline. A template is provided.
3. The department chair and dean of the school/college is required to endorse (physically sign) the application prior to submission. For staff, supervisor and division head must sign.

Eligibility and Requirements

- Internationalization grants are open to tenured, tenure-track, and non-tenure track faculty (NTT), and full-time staff. Adjunct faculty are not eligible to apply for grants at this time.
- Proposals should demonstrate ability to reach the university's goal of integrating international and intercultural perspectives and content into teaching, learning, research, and campus life.
- The dean and chair of the department must endorse (physically sign) the application prior to submission. For staff, supervisor and division head must sign.
- "Other" or "Miscellaneous" expenses should constitute no more than 10 percent of the total budget for the proposal.
- Faculty members are permitted to apply for internationalization grants during their sabbatical.
- Limit of two proposals per person per cycle.
- Preference is given to new initiatives and excludes annual reoccurring projects.
- Preference is given to proposals that demonstrate a significant impact on campus internationalization.

Report

A summary report on the project is due within three months after use of the funds. All reports should include the following components:

- An accounting of how internationalization grant funds were expended.
- A description of the activities undertaken and how each of these activities advanced the project goals.
- A discussion of the ways in which the project contributed to faculty professional development, curriculum innovations, research collaboration or internationalization efforts at Temple University.
- Any future plans or goals to continue the project upon return and any recommendations for how the Office of International Affairs can help.
- The summary report should be emailed to Patrice Smith Smiley at InternationalizationGrant@temple.edu.
- Grantees will also participate in a debriefing meeting with the Office of International Affairs and the International Advisory Council Committee upon return (once in the fall and once in the spring).

Contact for Internationalization Grants

Patrice Smith Smiley, Executive Assistant, International Affairs at InternationalizationGrant@temple.edu.
Martyn Miller, Interim AVP, International Affairs at mjmillier@temple.edu (category 1 and 4 questions)
Denise Connerty, AVP, International Affairs at connerty@temple.edu (category 2 and 3 questions)
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