

## **RFP for AY 2018-19: Study Abroad Program Development**

The Office of International Education requests proposals for small grants to support the development of new faculty-led study abroad programs, or of new components to enhance established study abroad programs. For new courses, course development should be completed before the end of AY 2018-19, with the study abroad component occurring no later than August 2020. Proposals to enhance existing courses will be considered for courses with a study abroad component to be completed by August 2019. Proposals are due 5 November 2018 by 5:00 PM EST, and should be kept under 1,000 words. Evaluation of proposals will take place during November 2018, with funding decisions announced on or around 7 December 2018.

### **• Program eligibility**

Only OU faculty are eligible to apply for funding, and proposed programs must be associated with a course (or courses) that will earn OU credits for enrolled students. Courses associated with a proposed study abroad component must be listed in the current OU catalog, or proposed for inclusion in the AY 2019-20 catalog. The credit-granting academic unit must assume financial responsibility for the study abroad component. Preference will be given to new study abroad components led by faculty with limited experience leading study abroad programs.

### **• Eligible expenses**

The primary purpose of available funding is to encourage the development of new faculty-led study abroad programs, or of new components to be added to existing faculty-led study abroad programs, by enabling interested faculty to visit possible host sites, people, and institutions and cover other reasonable and appropriate expenses. Costs directly related to course development are eligible, with expenses directly related to the study abroad component preferable to other costs. Faculty salary or stipends and overhead, indirect, or administrative costs are not eligible for funding.

A limited number of grants will be made in the amount of approximately \$2,000-\$2,500, unless less is requested. Departments and academic units are strongly encouraged to support the development of study abroad programs with additional resources, and proposals which have identified departmental, institutional or external matching funds will be given strongest consideration.

It is anticipated that these grants for new program development will be used towards site visits to host locations, but other potential uses will also be considered for funding. Other such uses could include but are not limited to the establishment of an online platform for OU students to collaborate with foreign students on a joint project before and after the study abroad component, or the purchase of supplies or equipment necessary for the study abroad component of the course. For existing study abroad programs scheduled to take place during AY 2018-19, funding may be requested to lower the cost to the students of incorporating some innovative element into the existing program.

### **• Proposal requirements. All proposals must include the following four components:**

1. A cover sheet must provide:

- a) Name, department, and contact information of applicant;
- b) Catalog number and course title (for established courses);
- c) Course title and anticipated decision date of appropriate curriculum committee (for proposed courses);
- d) Anticipated enrollment for the course;
- e) A statement that applicant has read, understands and will adhere to OU Policy 1220 regarding foreign study and academic travel;

f) Proposed term/dates and destination(s) of study abroad component;

g) Signature of applicant;

h) Approval signature of chair, director, or dean of responsible academic unit.

Note: Programs whose dates and destinations are subject to a Department of State Level 3 or Level 4 Advisory, a CDC Travel Health Level 3 Warning or other extraordinary conditions that pose serious risks to health or safety of participants shall be modified or canceled unless special circumstances justify an exemption (to request an exemption, contact Alex Zimmerman in OIE).

2. The proposal narrative must be preceded with specific information about the course:

- a) Course number, title, and catalog description;
- b) Number of credits for the course, with and without the proposed study abroad component;
- c) Relationship of proposed course to relevant degree program(s) (such as required course, elective course, optional course, part of multi-class sequence, etc.);
- d) Learning objectives for proposed study abroad course;
- e) Information about how course will meet learning objectives (such as syllabus, course calendar, assignments, field experiences, etc.); and
- f) A brief statement that succinctly states how the proposed study abroad component enhances the course.

3. The proposal narrative should briefly address the following topics:

- a) How would the study abroad component contribute to course content?;
- b) Would the study abroad component have any broader impacts at OU or beyond?;
- c) What impact on course enrollment may be anticipated if the study abroad component is initiated?;
- d) What resources exist in the host country in terms of education, healthcare, and travel?;
- e) What are potential risks of visiting the proposed host country?;
- f) What, if any, impacts might the study abroad component have on the host country?;
- g) What is the approximate cost of travel to, and lodging in, the host country? Does this vary seasonally?;
- h) What experience does the applicant have in the proposed host country?; and
- i) What obstacles are there to establishing the proposed study abroad component?

4. The proposal budget should: identify and justify costs associated with developing the proposed study abroad component (including travel and per diem expenses). The applicant must identify specific items that may be needed, such as travel to the proposed host country, and provide cost, source for cost, and justification for every item in the budget. Faculty salary and indirect, administrative, or overhead expenses are not allowable.

The budget must also identify any other sources of funding that will be available for course development (such as departmental funds).

• **Proposal evaluation**

Proposed programs will be funded on a competitive basis, based on evaluation of the overall quality of proposals received. The Study Abroad Academic Advisory Committee will perform proposal evaluations during November 2018. Proposal evaluation will continue until the funds have been exhausted. Funding decisions will be communicated to applicants on or around 7 December 2018.

Successful applicants must submit a final report to the Office of International Education no later than 23 November 2019. This final report should summarize outcomes of the program development effort, including the status of the proposed program. Applicants will not be eligible for further funding from the Study Abroad Academic Advisory Committee until a final report has been submitted.

• **Proposal submission**

Only electronic submissions will be accepted. Submit proposals to the Director of International Education, Alex Zimmerman, at [azimmerman@oakland.edu](mailto:azimmerman@oakland.edu).

Questions regarding this RFP or proposal requirements may be made to Alex Zimmerman.