I. **Purpose**

The **Departmental Study Abroad Award** is intended to support a department or school to significantly increase study abroad participation through new programming integrated into departmental curricula in ways that are academically and financially sustainable. Priority will be given to units not yet offering established opportunities for their majors. Successful programming will expedite timely completion of degree. While no fixed number of awards has been set, we anticipate awarding grants of approximately $10,000 each. The final number and amount of awards will depend on the merits of each proposal as determined by faculty reviewers, and availability of funding.

GEO invites proposals in all disciplines and world regions, however, proposed projects involving China and/or global health are especially welcome.

We encourage proposals from all units, particularly those in early stages of internationalizing their curricula, research and service.

II. **Award and Online Submission Information**

a. While no fixed number of the awards has been set, we anticipate awarding grants of approximately $10,000 each. The final number and amount of awards will depend on the merits of each proposal as determined by faculty reviewers, and availability of funding.

b. Awards are not intended to fund one-time events, attendance at professional meetings, equipment purchases, or other expenses covered by existing budgets.

c. **Applications must be submitted online by 5:00pm January 20th, 2015.** Full instructions for the preparation of online submission are provided in this document. The online submission form goes live December 15, 2014.

d. Winning awards will be announced no later than March 3, 2015, and the funding period is FY16.

III. **Required Application Components**

a. Cover Sheet – Submit title and contact information using online form.

b. Abstract – (250 word max). Briefly describe the proposed goals, key activities, and anticipated results.

c. Narrative – (must not exceed 8 pages)
   i. Statement of need, significance, barrier, and/or challenge(s) to be addressed, as related to the Quest for Distinction
   ii. Relationship of proposed activities to the initiatives or priorities of the PI’s university unit(s)
   iii. Detailed description of the work to be done, informed by national best practices
   iv. Projection of the number and type of students who will participate in the program
v. Evaluation plan and anticipated outcomes, especially as they relate to the three international priorities:
   1. increase recruitment and retention of international students and scholars
   2. increase global engagement of VCU students and faculty
   3. expand VCU’s global footprint through research, teaching, and service, particularly as they impact global health
vi. Detailed timeline for accomplishing immediate, mid-range, and long-term goals.
vii. Evidence of feasibility and plans for sustaining the proposed program after the grant period has expired
e. Appendices
   i. Current curriculum vita(s) listing similar projects/programs, grants, publications, and past collaborations related to the proposed work
   ii. Signed Letters of Support
      1. Dean of each participating unit addressing the proposal’s fit with the unit’s strategic goals and approval of the proposed budget including cost-sharing
      2. Chair/Director of each participating unit addressing the proposal’s fit with the unit’s strategic goals and approval of the proposed budget including cost-sharing (or supervisor/s if different)
      3. International partner/s, as applicable, with statement of the proposal’s fit with the strengths and track record of the partner institution and approval of any partner cost share in proposed budget.
      4. Other appropriate authorities, as necessary (e.g., IT Director of School or College, third-party study abroad program provider, chair of graduate curriculum committee)

IV. Evaluation Criteria – Proposals will be reviewed as appropriate by the Global Strategies Advisory Panel and the Global Learning Advisory Panel. Proposals will be evaluated using the following criteria:
a. Overall merit (40%)
   i. Alignment with the goals of Quest for Distinction
   ii. Alignment with the initiatives or priorities of the PI’s university unit(s)
   iii. Track record and related experience of Principal Investigator and partners
   iv. Reflection of current best practices
b. Proposed activities (40%)
   i. Program description
   ii. Evaluation plan and targeted outcomes
   iii. Timeline
   iv. Evidence of feasibility and sustainability
c. Budget (10%)
   i. Budget justification
   ii. Unit and partner cost share as appropriate

d. Appendices (10%)
   i. CV of Principal Investigator or Co-investigators
   ii. Required letters of support

V. Contacts, questions, and funding requirements
a. Global Education Office contacts:
   i. Project-related questions: Ms. Stephanie Tignor (davenportse@vcu.edu, 7-7882) and Dr.
      McKenna Brown (mbrown@vcu.edu, 8-8361)
   ii. Budget questions: Mr. Osama Alami (oalami@vcu.edu, 7-7474)
   iii. Submission and review questions: Dr. Melodie Fearnow-Kenney (mdfearnoken@vcu.edu, 7-
        3909)

b. Award recipients agree to provide timely notification of project-related travel and to submit a final
   report to GEO staff at the end of the award period.

c. Grant citation language: “This publication [or project] was supported by the VCU Global Education
   Office through a 2015-16 Quest Global Impact Award.”