



# INTERNATIONAL CURRICULUM FUND COMPETITION

## WESTERN INTERNAL GRANTS COMPETITION

### PROGRAM SPECIFIC GUIDELINES

#### 1. OVERVIEW

These awards, made from funds provided by Western International, are designed to promote initiatives that support the internationalization of academic programs and/or course curricula at Western. Specifically, they are designed to support efforts that incorporate comparative perspectives and emphasize international events, issues, teaching materials, research results, etc. within existing course materials or programs, or to support costs associated with the development of new courses or programs with significant international content. Funds are also available in support of undergraduate or graduate student travel for courses that include an existing or newly developed Study Abroad component for Western students.

**Preference will be given to applications that:**

- offer a clear rationale for the proposed activity,
- exhibit innovation,
- contain a budget explaining fully how the money requested will be spent,
- provide a maximum impact - especially for the study abroad component, and
- demonstrate financial support from the faculty and/or department.

Applications may contain requests for one or more of the following 3 components:

- a) Up to \$5,000 to support **course development/redevelopment for one year only**
- b) Up to \$10,000 to support **program development/redevelopment for one year only**
- c) Up to \$10,000 per year for 3 consecutive years to support **student travel** for a Study Abroad program

Applications for renewal of support previously provided through the ICF will be considered provided that:

- a) The success of the course and the study abroad component (if applicable), in terms of student demand and/or course rating, can be clearly demonstrated, AND
- b) A case can be made that the course is a continuing priority for the Faculty, Department, and/or School.

#### 2. SUBMISSIONS

Applications should be submitted according to the directions on the cover page of the application by the dates posted on the Research Western website. The application must be received by 4:30 pm on the deadline date. If a deadline falls on a weekend or statutory holiday, the deadline will be extended to 4:30 pm on the next working day following the weekend or holiday. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted to Hana Bokshi at [hbokshi2@uwo.ca](mailto:hbokshi2@uwo.ca) by the required date. **Late, ineligible or incomplete applications will not be accepted.**

### 3. ELIGIBILITY

A Principal Investigator (PI) must hold an academic appointment with a significant research component at The University of Western Ontario at the time of the application. In order to be named as PI on an internal grant, the applicant must be [eligible to hold a research account](#) at Western. All internally funded grants will be administered only at The University of Western Ontario. Should the awardee cease to be a faculty member of the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund.

### 4. ADJUDICATION

Applications will be adjudicated by a committee appointed by Western International in consultation with the Teaching Support Centre. The committee will be composed of faculty from a variety of Departments and Faculties and be chaired by an appointment in Western International or a designate.

### 5. FREQUENCY OF APPLICATION

This is an annual competition. Applicants can apply to one or more components once per competition. Applicants previously awarded program/course development/redevelopment or study abroad funding may reapply for a renewal (see section 1).

### 6. PROJECT TIME PERIOD

Grants will be available for a period of up to one year from the starting date; however, grants with a study abroad component may be tenable up to 3 years. *A project "year" runs from April 1 to March 31.* Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to Western International at [hbokshi2@uwo.ca](mailto:hbokshi2@uwo.ca). Extension requests must disclose the assigned research grant number, an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used, and the length of extension required (1 year maximum).

### 7. REPORTING

#### 7.1 Annual Report

For projects with a Study Abroad component, the awardee must submit a yearly progress report. This template can be found on the [Research Western website](#). Failure to submit this report by the deadline may result in loss of funding.

#### 7.2 Final Report

Within three months of the termination of the award, awardees must submit to Western International a brief report (1 or 2 pages) on what was accomplished using the grant. Failure to do so may jeopardize a faculty member's eligibility for future internally funded competitions.

#### 7.3 Teaching Support Centre

It is highly encouraged that if awarded, the recipient participates in one of the Teaching Support Centre's "Perspectives on Teaching" conferences. Award recipients may be asked to present to the group a brief report on their project. It is also highly encouraged that you partake in workshop on course design—contact the Teaching Support Centre at [tsc@uwo.ca](mailto:tsc@uwo.ca) for more information.

### 8. BUDGET

#### 8.1 Other Contributions

The budget should demonstrate how other sources, including student fees and/or department and faculty contributions, will assist with the costs associated with course, program, or study abroad development.

#### 8.2 Course or Program Development

##### 8.2.1 Personnel

Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, see Source Deduction Rates on the HR Services website:

[http://www.uwo.ca/humanresources/leadermanager/pay\\_admin/pay\\_admin\\_index.htm](http://www.uwo.ca/humanresources/leadermanager/pay_admin/pay_admin_index.htm)

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information.

The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

### 8.2.2 *Equipment*

All equipment purchased with internal grant funds becomes the property of Western. Written quotes, or advertisements giving prices, must accompany the application.

#### 8.2.2.1 Computing Equipment & Software

The committees will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general word processing. The committee encourages applicants to request support from their Dean or Chair to help offset these costs before they apply to these competitions. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are encouraged.

### 8.2.3 Supplies & Services

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

### 8.2.4 *Travel Expenses*

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only.

#### 8.2.4.1 Fieldwork travel

For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

#### 8.2.4.2 Air and train fare & car rental

Applicants are required to provide written quotes for air and train fares and car rental and are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. (Written quotes are not required for travel to Toronto or Ottawa.) The website Microsoft Expedia (<http://expedia.ca/>) is a good source for fare information.

#### 8.2.4.3 Mileage

Mileage costs must be calculated using established [Western rates](#).

### 8.2.5 *Meals and Accommodation*

Under "Meals and Accommodation" in the budget, applicants should provide their best estimate of the cost for subsistence during program or course development. The maximum daily rate will be \$125 (Canadian) and the maximum period allowed will be 14 days. Detailed information as to destination and length of stay are required in the budget. Hotel quotes are not required. Original receipts will be required when travel claims are processed.

## 8.3 Study Abroad

Funds may be used as a contribution towards the travel costs for students enrolled in a newly developed or redeveloped course or program with significant international content and a study abroad component. The number of students expected to travel should be clearly detailed in the budget.

### 8.3.1 *Personnel*

This is not an eligible expense.

### 8.3.2 *Equipment & Supplies*

Only equipment or supply expenses associated with the study abroad component and the student's international study experience are eligible and will be awarded at the discretion of the committee based on the availability of funding and the information provided in the budget justification.

### 8.3.3 *Travel Expenses*

Applicants including a study abroad component in their proposal may include costs for student travel only and should only include transportation to and from the international location, for example: airfare, bus, train. Student travel for year one should not take place before April 1.

The fund will not cover costs associated with bringing International students to Canada.

Costs associated with instructor travel on a study abroad should be covered by other sources.

### 8.3.4 *Meals and Accommodations*

This is not an eligible expense.

## 8.7 Other Expenses

Detail any budget requirements that are not evident in the above categories and explain why the expense is imperative. *Please note below the list of expenses that are not supported by this program.*

### **Ineligible Expenses:**

- ◆ International student travel to Canada
- ◆ Instructor travel or accommodation costs on study abroad component
- ◆ Student accommodation or meals costs
- ◆ Conference registration fees
- ◆ Salaries
- ◆ Cost of preparing a paper for presentation
- ◆ Applications to Learned Societies meetings

## 8.8 Budget Justification

An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided. Where applying for both development and study abroad funding, budget justifications must clearly specify the amounts (and the years, if applicable) for each component.

## 9. AWARD CONDITIONS

### 9.1 Funding Disbursements

To receive funding for student travel, each year the awardee must provide the names of the students who have committed to travel through the approved program. (Note: Project "year" runs from April 1 to March 31.) An account will be set up once confirmation of the first group of students has been received by Western International. This confirmation should be sent by email to Hana Bokshi at [hbokshi2@uwo.ca](mailto:hbokshi2@uwo.ca) 6 weeks before funding is needed. Funding for subsequent years will be transferred to the existing account upon Western International receipt of:

- 1) confirmation of student commitment for that year, and
- 2) [annual report](#) on progress of program.

### 9.2 Unused Funding

If the program does not receive the anticipated student interest, the study abroad portion will be adjusted accordingly for that year (i.e. the budget requested 5 students x \$500/student, but only 4 students signed up; the award would then be \$2000 instead of \$2500).

Each year, through the submission of the annual report, the awardee must confirm the need for funding in the upcoming year. At this time, the awardee may also request access to funding awarded but unused the previous year (for that specific program only). An appropriate justification must be provided. This funding will be awarded at the discretion of Western International or a representative.

### 9.3 Teaching Support Centre

Recipients who are awarded funds for the design or re-design of a curriculum are required to set up a consultation with the Teaching Support Centre (TSC). The TSC may assist faculty members with incorporating learning activities appropriate for international education either through individual consultation or through its Course Design workshop, offered in the early summer each year.

Recipients of the ICF for curriculum design or re-design are also strongly encouraged to present their projects at the TSC's Spring/Fall Perspectives on Teaching Conference for faculty and/or other discipline-specific forums. Presenting at a conference helps recipients meet the requirement for sharing the outcomes of their projects with the Western community.

### 9.4 Disseminating the outcomes of student learning during ICF projects

Recipients of the ICF program are encouraged to find ways to disseminate the student learning that takes place during the study abroad or internship components of their projects among students in their departments and faculties. Students have an opportunity to deepen the learning that takes place immediately after their return home. Debriefing, sharing, and analyzing their learning experience is especially important during "intercultural re-entry" or the transition returning home after time spent in another culture.

Students can enhance their own learning and increase the impact of the ICF project on cultural awareness across campus in a number of different ways. For example, students returning from ICF funded study abroad trips/internships may:

- give presentations about what they learned during the field experience in other courses in the department
- present as part of a departmental colloquium
- organize a study abroad showcase similar to the event held by Alternative Spring Break returnees
- contribute essays to a departmental website that showcases the study abroad component of the program
- serve as pre-departure orientation facilitators for subsequent groups that study abroad
- share their experience in an essay on Western's International Experiences and Opportunities Website ([international.uwo.ca](http://international.uwo.ca))
- write an honors thesis that draws on their international experience and present it at the department

## 10. QUESTIONS

This program's competition is administered by Hana Bokshi on behalf of Western International (E-mail: [hbokshi2@uwo.ca](mailto:hbokshi2@uwo.ca) ext. 89309).

Information regarding study abroad programs can be obtained from the International Exchange Program, University Community Centre, Room 200 (E-Mail: [exchange@uwo.ca](mailto:exchange@uwo.ca), ext. 85196).