

INTERNATIONAL CURRICULUM FUND (ICF) COMPETITION

1. ICF GUIDELINES

Awards of up to \$15,000 each will be available annually and awarded for a period of up to two years from the start date of successful initiatives. Upon termination of an award, any unspent balance will revert to Western International's Curriculum Development Fund. Extensions may be granted in special circumstances upon written request to Western International at globalgrants@uwo.ca.

If funds are necessary to continue the initiative beyond the year of funding, departments/faculties must provide evidence that additional funding will be available to assure sustainability of the initiative.

As the ICF initiative is intended to transform curriculum at the program level, proposals will be accepted from Department Heads, Chairs and Deans of Faculties. Proposals from Affiliate University Colleges are not eligible. Proposals for faculty-led study abroad courses are especially encouraged. Applicants are invited to discuss their proposals with the Faculty-Led Study Abroad & Safety Abroad Coordinator prior to submission.

Review the detailed [ICF Guidelines online](#).

2. SUBMISSION GUIDELINES

Applications should consist of one electronic copy (as a single file in PDF format) submitted to globalgrants@uwo.ca. The application must be received by **4:30pm on the deadline date**. It is the responsibility of the applicant to ensure that all conditions are met and that the application is complete and submitted by the deadline. Late, ineligible or incomplete applications will not be accepted.

There are three (3) components to the proposal package:

- 1. Faculty Endorsement**
- 2. Summary Description of the Project (1 page maximum)**
- 3. The Proposal (5 page maximum)**

The proposal should include the following:

- Clear learning outcomes for students linked to the development of intercultural or global competencies, including reflexive assessments of the international experience.
- Rationale and plan for curriculum integration of the initiative.
- Clear description of the deliverables, plan for implementation and curriculum design, resources already in place (including faculty, staff, and administrative support); including a detailed project development timeline.
- Note the number of students expected to participate in or benefit from the curriculum innovation each year.
- Plan for sustainability of the initiative.
- Detailed financial plan.

Proposal evaluation criteria includes the following considerations:

- Strengthens or enhances international/intercultural components of your program.
- Denotes a plan to sustain the project or innovation beyond the funding year.
- A detailed, reasonable and justified budget.
- A plan for the dissemination of the project/innovation within the University.

3. BUDGET

3.1 Course or Program Development

3.1.1 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:

<https://www.uwo.ca/hr/admin/index.html>

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.

3.1.2 Equipment

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

3.1.3. Supplies & Services

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

3.1.4 Travel Expenses

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. Meal reimbursement rates will follow [Western's daily maximum rates](#) for outside Canada (\$85 CAD per day). **Please note that funds for Student Mobility are granted through the Global Opportunities and International Learning Awards, and will not be supported through the ICF.**

Examples of Eligible and Ineligible Expenses:

Eligible Expenses	Ineligible Expenses
Equipment that is necessary and specifically related to the initiative	Faculty member's course load buyout
Expenses that contribute to the longevity of the initiative	Travel expenses for students (e.g. student scholarships)

3.2 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 this curricula initiative and its sustainability.

4. AWARD CONDITIONS

Review the detailed [ICF Award Conditions online](#) with reference to the Teaching Support Centre (TSC) and Safety Abroad protocols related to faculty led study abroad programs.

5. REPORTING

3.1 Annual Progress Report

The awardee must submit an annual progress report including details on how the funds have been spent. Failure to submit this report by the deadline may result in loss of current and future funding.

3.2 Final Report

Within three months of the termination of the award, awardees must submit to Western International and their Dean a final report detailing what was accomplished using the grant. Failure to submit this report will make the member ineligible for future ICF support and may make the member's Faculty ineligible for future support.

6. QUESTIONS

This program's competition is administered by Eunice Isidro, Faculty-Led Study Abroad & Safety Abroad Coordinator, on behalf of Western International. Questions may be directed to globalgrants@uwo.ca or ext.86075.



Western
International

International Curriculum Fund PROPOSAL SUBMISSION

Name of Applicant: _____

Department/School: _____

Faculty: _____

Telephone Number: _____ E-mail Address: _____

Project Title: _____

Faculty Endorsement

The Dean's endorsement demonstrates their support for the international initiative, including the faculty member's course buy-out arrangement.

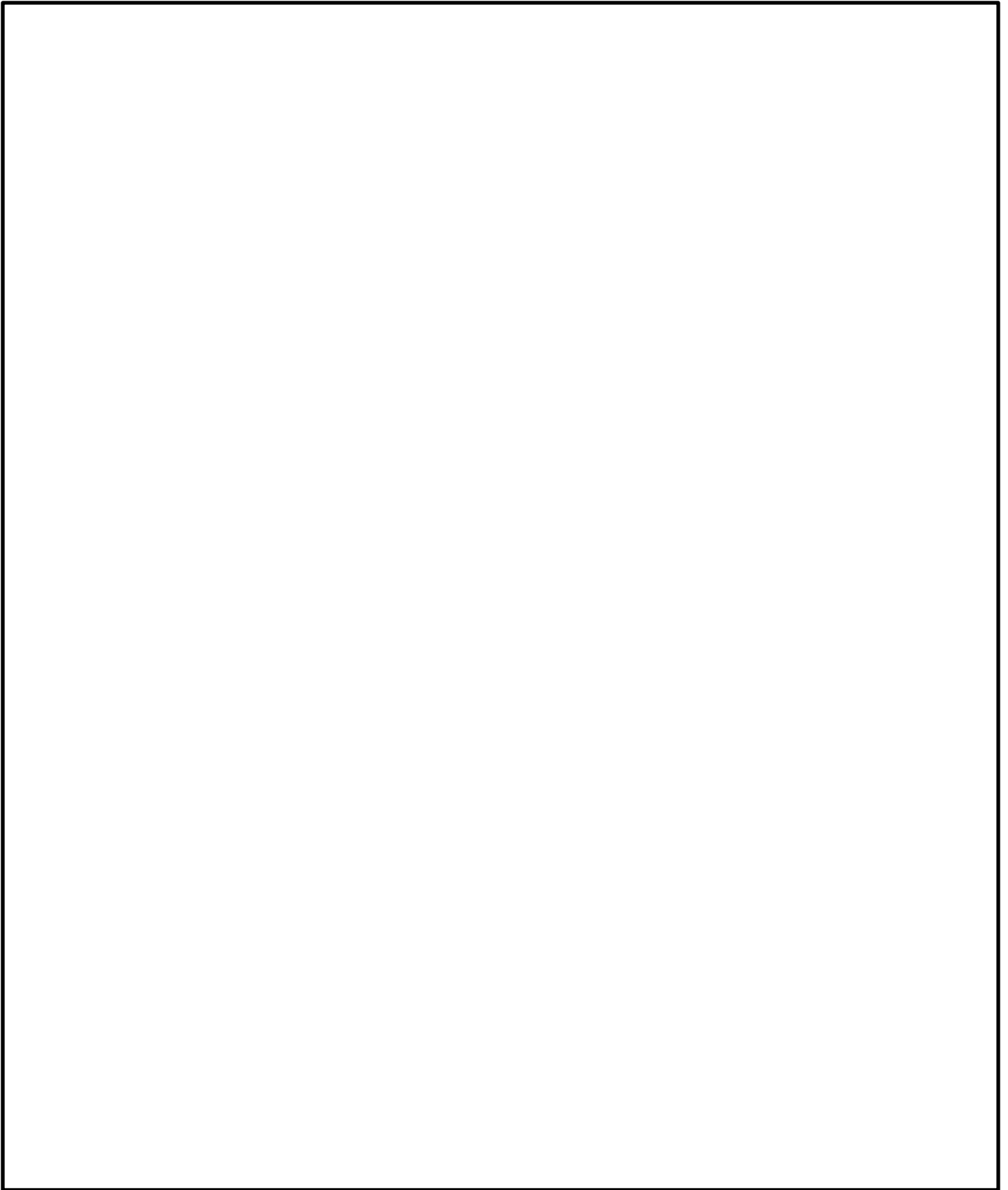
Name of Faculty Dean: _____

Signature of Dean: _____ Date: _____

Proposal submission should consist of **one electronic copy** of this proposal package as a single PDF file, in addition to any written quotes or advertisements indicating prices related to the budget request.

The electronic copy should be submitted by e-mail to globalgrants@uwo.ca. This program's competition is administered by Eunice Isidro, Faculty-Led Study Abroad & Safety Abroad Coordinator, on behalf of Western International. Questions may be directed to globalgrants@uwo.ca.

Executive Summary:

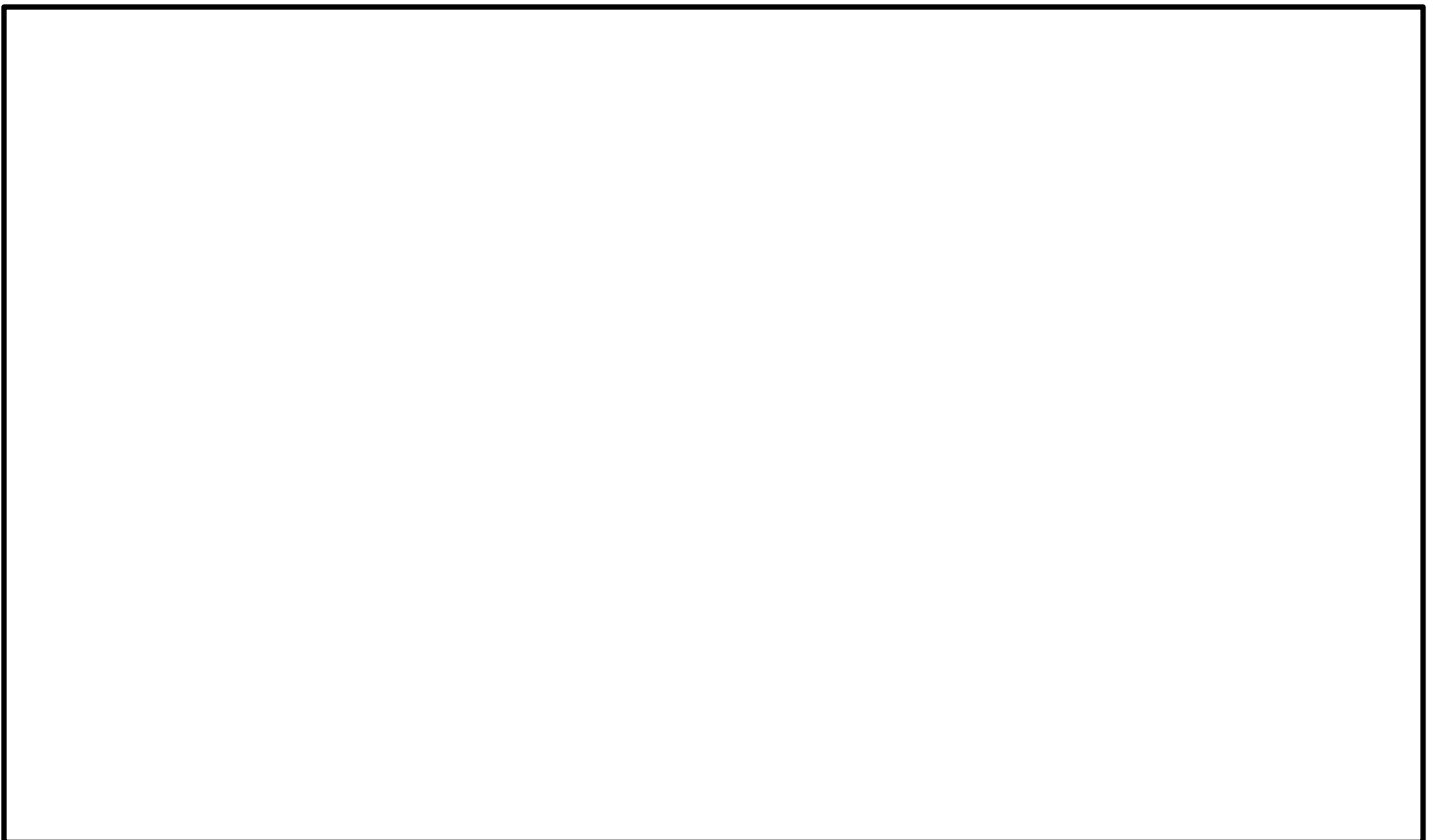


Objectives and description of deliverables:

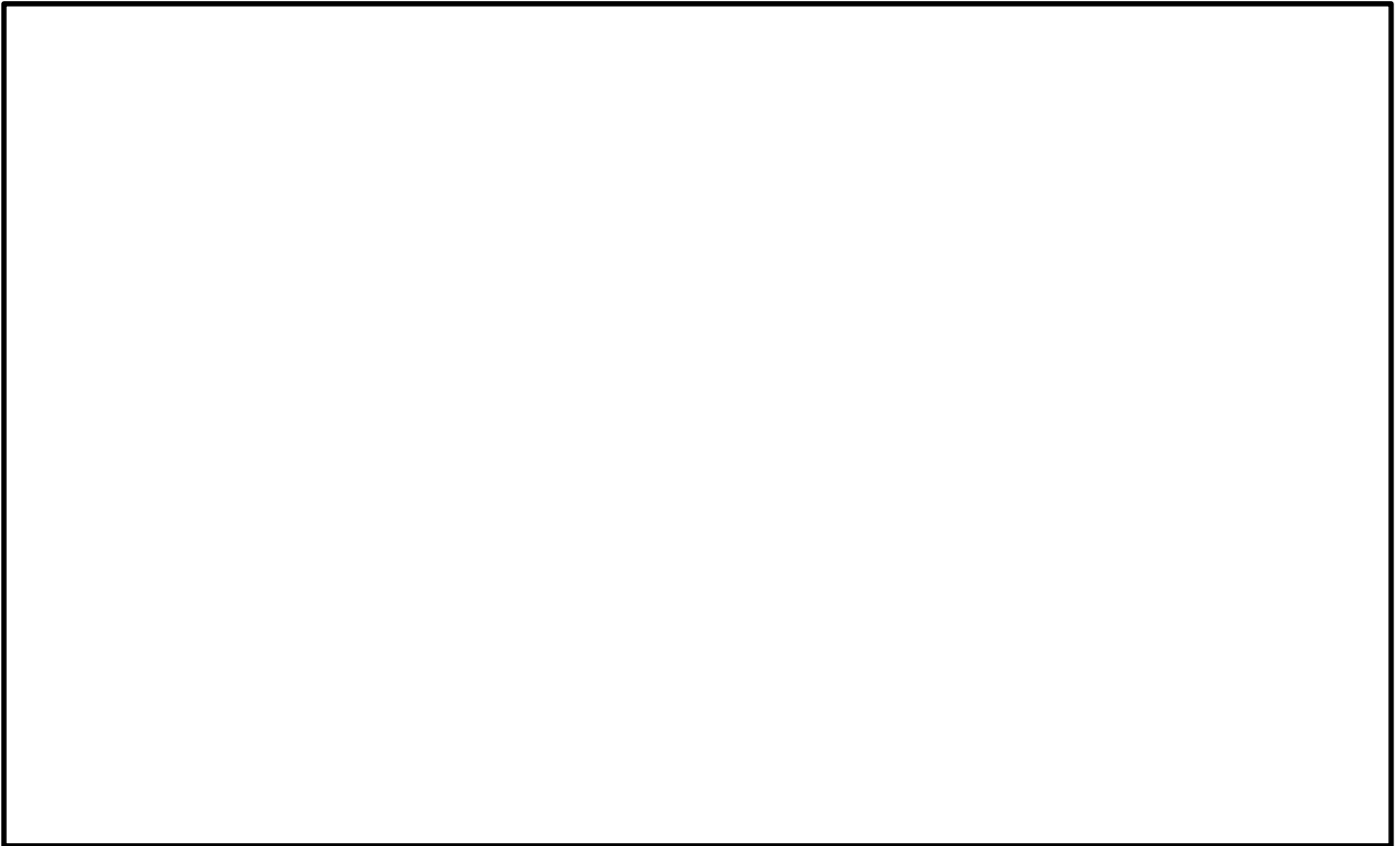
Student learning outcomes associated with the development of intercultural or global competencies:

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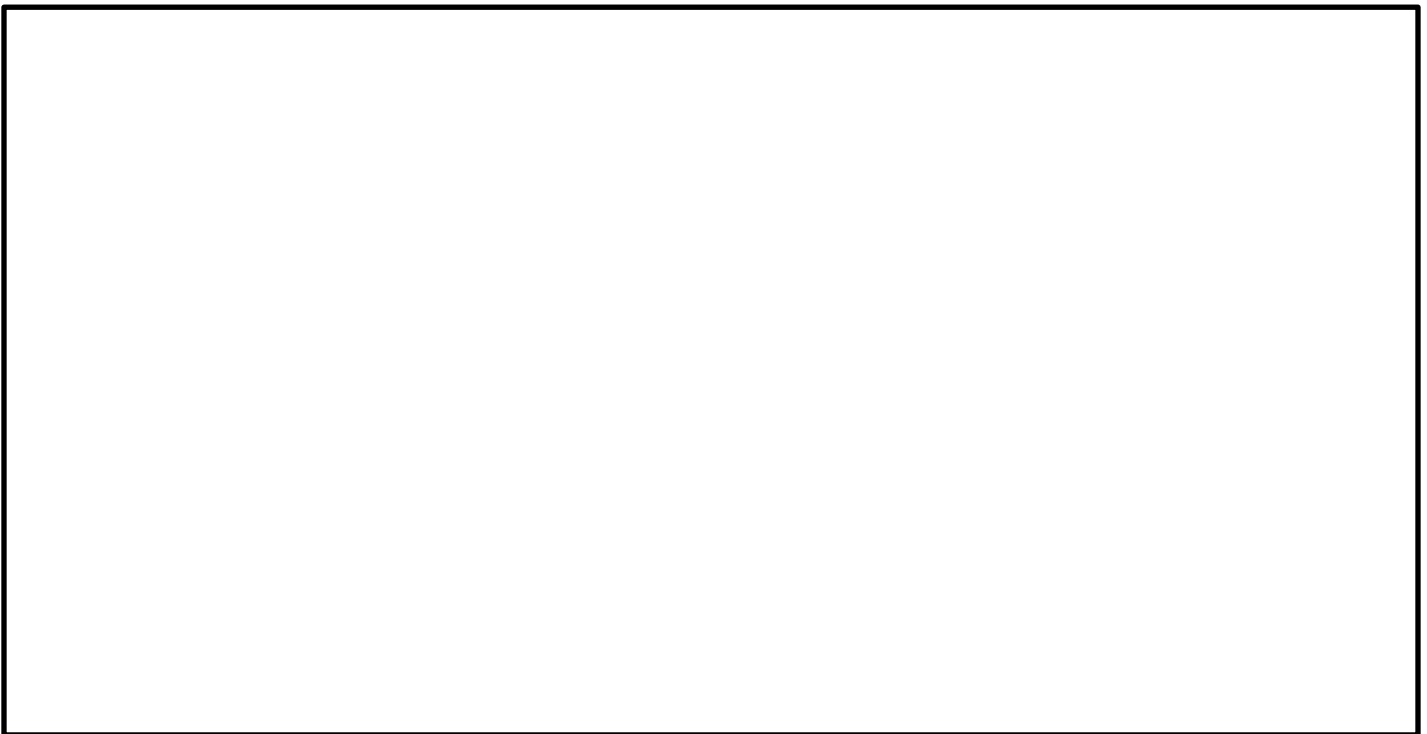
Rationale and plan for curriculum integration:

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Project development timeline:



Number of students expected to participate in or benefit from the curriculum innovation each year:



Plan for sustainability. Please include resources already in place to support this initiative, if not mentioned already:

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Detailed Financial Plan:

Quantity	Item	Description	Cost
<i>Example: X7</i>	<i>Meal Allowance</i>	<i>As per Western’s daily maximum rate (\$85). Trip will be 7 days.</i>	<i>\$595.00</i>

Total cost requested: _____

Appendices (if applicable):

Please submit any accompanying written quotes or advertisements indicating prices related to the budget request as separate files, along with the Proposal Package to globalgrants@uwo.ca.