



## *International Programs & Services*

5000 Research Forest Drive

The Woodlands, TX 7738

Phone (832) 813-6813 Fax (832) 813-6714 [ips@lonestar.edu](mailto:ips@lonestar.edu)

### **Faculty International Grant - Application Guidelines**

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The Lone Star College System has created an international grant opportunity for faculty. The purpose is to provide a source of funding to engage in international professional development relevant to instruction, such as internationalizing the curriculum, pre study abroad exploration, etc.) Awards are competitive and are based on the merit of the proposal and the budget details. Awards are not based on seniority.

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#### **Eligibility**

Applicant must meet the following eligibility requirements:

- Faculty must have a full-time, multi-year teaching contract when applying and approval of the Dean, Vice President of Instruction, and President.
- Travel must not interfere with contractual responsibilities. Exceptions may be made only when:
  - The Dean, Vice President of Instruction, and President have approved an alternate instructional plan that ensures instructional service and quality is maintained during the time the instructor is absent.
  - No other funds other than this scholarship and maintenance of LSC salary are requested from the college. (Proposals to occur during sabbatical can be approved if proposed activities and funding were part of approved sabbatical process.)
  - No additional revenues (from outside sources) are paid to the instructor while receiving his/her LSC salary. Faculty may receive their contractual salary and up to \$4,000 from this grant to cover their proposed travel.
  - Faculty may not receive compensation for services performed from any sources other than LSC during the term of the scholarship.
- Awards are contingent upon attending an orientation which includes a risk management section.
- Faculty may only be awarded a scholarship ONCE every FOUR years (previous recipients will need to show outcomes from previous award).

#### **How to Apply**

All applicants must submit a proposal for consideration to the International Programs & Services Office.

The following items constitute a COMPLETE application:

- Signed & completed application
- Thorough and clear responses to all questions in application with specific details regarding any contacts
- Copy of current resume
- Proposed budget as described in Section E of the application
- Signature from the Dean, the Vice President of Instruction, and the President.

#### **Selection Criteria**

A selection committee will read and evaluate all completed applications. Incomplete proposals will not be considered. It is important, therefore, to address each of the following in preparing the application proposal:

- Relevance to instruction, teaching, and/or research
- Benefit to students
- Relevance to professional development
- Benefit to system/college goals
- Dissemination of information upon completion of proposed activity with impact beyond your own classroom.

These grants are competitive and will take the following elements into consideration:

- Proposals targeting new programs, disciplines, locations & experiences that haven't been addressed before.
- Feasibility for implementation & sustainability for future growth
- Funds available
- Track record for previous follow-up of proposals/grants received.
- Materials/information gained from experience belong to the college system and are to be shared with all discipline faculty.

**Please note:** *Faculty member is responsible for obtaining and paying for all appropriate travel documents, including medical insurance and immunizations.*

**Deadlines:**

- **Applications are due by 3<sup>rd</sup> Monday of May each year to your respective Dean for approval.**
- **Approved and completed application with all the relevant signatures are due by 1<sup>st</sup> Monday of June each year to the IPS System Office.**
- **Recipients will be notified by August each year. It is the responsibility of the applicant to make sure that the FIE application is submitted before or on the date-1<sup>st</sup> Monday of June.**
- **Late applications will not be accepted.**



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### Faculty International Grant - Application Form

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The Lone Star College System provides a grant opportunity for international travel to strengthen international programs and services to students. The purpose of this program is to provide a primary source of funding for international professional development relevant to instruction (i.e. internationalizing the curriculum & pre study abroad exploration). Awards are competitive and are based on the merit of the proposals and the estimated budget in Section E of this application. Awards are not based on seniority.

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#### Section A. Faculty Information

LSC-CyFair     LSC-Kingwood     LSC-Montgomery     LSC-North Harris     LSC-Tomball

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Division: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

If this proposal includes more than one faculty member, please submit a joint proposal. Limited to two people per proposal.

\*Note: Include current Resume or Vita.

#### Section B. Description of Proposal

Purpose: \_\_\_\_\_

Location: \_\_\_\_\_ Anticipated Date(s): \_\_\_\_\_

Your role: \_\_\_\_\_

Category:  Internationalize Course Curriculum     Develop Study Abroad     Develop Faculty/Student Exchange     Other Professional Development Activity

#### Section C. Content of Proposal

Please respond to all the questions below:

Describe purpose of Faculty International Grant proposal and how funds will be used (350 words or less). Please include specific sites and any contacts you have to help you accomplish your proposal. Please specify outcomes.

Describe why you selected this particular location and how it best meets your intended outcomes.

Is this location your home country or have you traveled to this country before?  Yes  No If yes, why is this location important to accomplish your proposed goals that couldn't be accomplished without this trip?

Relevance to Instruction: Describe how proposed activity will impact your teaching.

Relevance to Instruction: How will proposed activity benefit students?

Professional Development: How will your proposal impact your professional development?

System Goals: How will proposal meet the System's/College's goals of internationalizing the curricula/implementing study abroad opportunities, etc.?

Dissemination of Information: Outline a specific plan for disseminating the information learned and a time frame for this dissemination (e.g. classroom instruction, seminars, workshops, lectures, etc.). Dissemination plan must include submission of a proposal to present at the annual international conference and a workshop to present the information learned to discipline colleagues system-wide.

Have you been a previous recipient of this grant? \_\_\_ Yes \_\_\_ No If yes, please describe results/benefits of previous proposal. If you internationalized any courses as a result of the grant, please attach a course syllabus from your internationalized course.

#### **Section D. Final Report**

The expenditure report with all receipts, etc. is due within 3 business days to the International Programs and Services (IPS) Office. The expenditure report should include your supervisor's signature prior to submitting to IPS.

Faculty are expected to disseminate the outcomes of their international grant project to discipline faculty and submit a report to the International Programs & Services Office within three months of their return. The report must explain concisely the outcomes achieved, what has been implemented to date, and future implementation steps including a timeline. Report should include specifics including places visited and contacts made.

*Failure to comply with section D stipulations may result in faculty being required to refund the grant completely. Faculty international grants shall be awarded with the provision that the recipient will be expected to continue in service at the college for at least one academic year upon completion of the faculty grant.*

**Section E. Proposed Budget**

Estimate cost of listed items below and calculate your budget for the proposed activity. Complete all items listed below.

	Totals
1. Activity Fee (tuition/registration/etc.)	_____
2. Estimated cost for hotel	_____
3. Estimated cost for meals	_____
4. Transportation	_____
5. Other expenses	_____
6. Total budget to complete activity	_____
7. Please list other sources of funding, if any. Describe other sources _____	_____
8. Minimum amount of faculty international grant funding necessary to complete activity.	_____

*Please note that grant maximum is \$4,000*

**Section F. Signatures**

**To Applicant:** After reading the following statement, please sign below indicating your concurrence.

*To my knowledge, all of the information contained on this form is true and accurate.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**Approval Signatures**

\_\_\_\_\_  
*Signature of Dean/Supervisor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of VP of Instruction/Supervisor*

\_\_\_\_\_  
*Date*

Signature of College President

Date

Return to: International Programs & Services Office  
5000 Research Forest Drive, The Woodlands, TX 77381  
Phone (832)813-6813 Fax (832) 813-6714



## ***International Programs & Services***

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### **Faculty International Grant - Program Evaluation**

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#### **Faculty International Grant - Program Evaluation/Instrument**

The purpose of the faculty evaluation tool is to refine and improve the international grant program by providing measurable accountability of the program and to demonstrate what does and doesn't work and what additional support may be needed to improve the program. There will be two measurement tools implemented to achieve evaluation and measurement of success of the international faculty grant program. The tools are as follows:

A report completed by the faculty

An annual report by the IPS office submitted to the Vice Presidents of Instruction

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#### **Faculty Report**

The report will consist of three parts:

1. Written report of up to two pages demonstrating how the goals outlined in the proposal were achieved and how faculty intends to disseminate and share the results of the experience, including what has been accomplished to date.
2. "Feedback" Form that serves as a measurement tool to assess the program. The form will be a questionnaire on which each question/topic will be rated on a scale (similar to the faculty assessment form the students complete) and will provide quantitative statistics on the success of the program. There will be space provided for comments to explain the rating and make any suggestions. Topics covered in the questionnaire will be:
  - Application Process
  - Funding Budget Process
  - Orientation\*\*
  - Resources Provided
  - Program Benefits to students, faculty member and the institution
  - Evaluation Process

#### **\*\*Orientation Topics**

- Approval from individual college
- Visa, Immigration, Custom Immunization
- Risk Management
- Travel Insurance
- Exchange of Currency/Budget Management/Receipts
- Cultural Adjustment/Language knowledge
- Emergency Contact

- Drug and Alcohol Use

Updated 03/01/07, Revised 03/09

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