



Undergraduate International Studies and Foreign Languages (UISFL)

Request for Proposals to MSUB Faculty 2022

The Office of International Studies (OIS) was awarded a multi-year grant from the International Studies and Foreign Languages Office of the Department of Education. [The Undergraduate International Studies and Foreign Language \(UISFL\)](#) grant is designed to support increasing faculty expertise in global studies, with a focus on the East Asian countries of China, Japan, and Korea.

[OIS is managing a competitive](#) process to award nine UISLF (pronounced 'useful') Course Development Travel Grants in 2022, in the amount of \$6,000 each, to MSUB faculty and faculty at our consortial partners at Northwest College, in Powell, Wyoming. In 2021, we awarded five grants, but in 2022 and 2023 we expect to award nine grants each year.

Description:

The UISFL Course Development Travel Grants are to be used to promote two purposes:

- 1) The development of faculty expertise in international studies, preference given to East Asian Studies (China, Japan, and Korea);
- 2) The development of Global Studies courses and learning outcomes at MSUB.

The \$6,000 grants are to be used to support the design of new courses or the re-design of existing courses to include demonstrable, measurable Global Studies Learning Outcomes. The courses that are developed from this grant will allow students to earn a newly created Global Studies Certificate at MSUB after taking a certain number of classes that qualify as "Global Studies" courses. It is expected that all courses developed by this program will fall into this category, and therefore will attract students interested in earning this certificate.

The funds provide the means for faculty to travel to one of MSUB's partner universities abroad and work closely with the faculty and administrators in the service of the program goals. Faculty will develop new relationships with colleagues that will lead to a clearer understanding of how Global Studies can be added to one's teaching and research interests. The program provides faculty the opportunity to also solicit guest virtual lecturers for their own classes as well as university and community enrichment. An important program goal is to make the Global



Studies Certificate Program truly interdisciplinary so that students in all MSUB colleges have an opportunity for global engagement.

Eligibility:

All full-time, tenured, or tenure-track faculty in any MSUB college are encouraged to apply. In addition, full-time staff on Letters of Appointment with scholarly/research expectation may apply as long as their work is directly connected to teaching and learning on campus.

Deadline for submissions of proposals:

March 4, 2022: MSUB faculty should submit their final proposals by March 4, 2022 to the Office of International Studies. A selection committee, led by MSUB faculty, will determine which proposals are funded in year one. We expect to notify successful applicants by April 1, 2022.

Support for Faculty:

OIS has organized a series of workshops, lectures, and information sessions on the program throughout 2021. OIS will continue to organize sessions in 2022, including the second annual Global Studies Seminar, slated for early 2022. The 2021 Global Studies Seminar consisted of a virtual workshop on Global Studies Learning Outcomes led by a national leader in this area, [Dr. Dawn Whitehead](#), the Vice President in the Office of Global Citizenship, Community, and Careers at the Association of American Colleges and Universities. Faculty who were not able to attend the session are encouraged to watch the [workshop recording](#).

Please see [UISFL Support for Faculty](#) for additional details about previous and upcoming events.

OIS personnel are available at any time by email or phone to discuss the project and are seeking to distribute this RFP to as many MSUB faculty as possible.

Application Narrative:

Applications should address the following criteria using 11 pt. font or larger and one-inch margins. The total proposal narrative may not exceed 5 single-spaced pages. Cover page, budget spreadsheet, Bibliography / Works Cited, and supplementary materials are not subject to the page limit. Preference will be given to proposals with a focus on East Asian Studies. Faculty Proposals should consist of the following sections:

1. **Description of Project Goals and Objective.** Clearly state the goals and objectives of the proposed project in non-jargon terms that will allow a range of faculty from outside your respective discipline to understand. Clearly describe the likely outcomes of your proposed project.



2. **Dates for Intended Travel:** We recommend that the international travel would take 10-14 days.
3. **Rationale for the Proposed Course Revision.** Summarize the revisions you are proposing to make for your course. Describe how your project will contribute to meeting UISFL goals: 1) The development of faculty expertise in Global Studies; and 2) the development of Global Studies courses and learning outcomes at MSUB.
4. **Outcomes and Impact.** Clearly identify the outcomes you plan to achieve with the proposed revision. These must include a revised or new syllabus, changes to current courses, use of international partner faculty and university for research and teaching, or outcomes appropriate to your discipline. Describe the tangible impact/s the revision will have on students and describe the tangible impact/s the revisions will have on the program of study.
5. **Plan of Work and Timeline for Completion.** Provide a detailed timeline/plan of work that identifies major milestones/activities. The timeline must include any administrative steps associated with going through the curricular review process, if applicable. Depending on the scope of the revisions, this process may be completed in the 22/23 academic year or may continue into the 23/24 year. If travel is not possible due to COVID travel restrictions, proposal timelines may be extended.
6. **Course Outline or Syllabus** Attach a proposed draft course outline or syllabus, highlighting the proposed changes. This is not included in the 5-page narrative limit.
7. **Plan of Operation.** Discuss the plan to carry out the major tasks involved in executing the project. Provide a timeline indicating when the project will begin and conclude as well as when the major tasks within the project will be undertaken and accomplished.
8. **International Partners:** Name the country and which partner university will be visited by the faculty (see Addendum 1). [Click here for a full list of MSUB's university partners abroad](#). OIS will assist in establishing contact with colleagues and administrators at our international partner universities. Please contact us for more information.
9. **Student Outcomes:** Provide examples of Global Studies Learning Outcomes and how they will be taught in the classroom and student learning will be measured.
10. **Dissemination Plan:** Explain how the project will lead to the university's broader academic outcomes. These must include revised or new syllabi, changes to current courses, use of international partner faculty and university for research and teaching, or outcomes appropriate to your discipline. You may be expected to share your project outcomes at an official MSUB event or another appropriate event.
11. **Budget:** There will be \$6,000 awarded per project. Once the budget ([Template attachment](#)) is set for a grant, funds cannot be moved to different account areas. For example, funds budgeted as travel cannot be spent on supplies. Acceptable expenditures are included in Template and include:
 - a. **Personnel:** if you seek funds for your time on this project, please include those here. Fringe benefits will be calculated on this as well.
 - b. **Supplies:** This includes general office supplies, photocopies, printing, books, and materials appropriate to the discipline.



- c. **Communication:** This includes long distance telephone communication, postage, advertising, internet and associated costs.
 - d. **Travel:** This will be the major expense and includes airline tickets, mileage, hotel and meals for travel. Note that this grant is subject to the Fly America act so all flights must be on US carriers or code shared as original US carrier flights. We recommend that faculty plan on travelling for a minimum of 10 days.
12. **Signatures:** Department chairs and college deans must sign that they are aware and support the proposal. If they chose, they may provide an option a letter of support.

Selection Process:

The OIS Global Studies Advisory Committee will review and select recipients for these grants. OIS at MSUB will manage the process, collect all proposals, answer questions, lead sessions (see schedule on OIS website), and announce the winners but will not be involved in selecting the final grantees.

Reporting & Awardee Requirements:

All recipients must submit a final written report summarizing the results achieved by the project as well as an account of the funds spent. Suitable records and accounting for project expenditures must be maintained and submitted to OIS at the end of the project period.

Addendum 1: International Travel Requirements

Travel Arrangements

Faculty are responsible for making all travel arrangements through their department following the Montana State University System and MSUB travel guidelines. Depending on the nature of the proposed activity, IRB may be needed. Approvals are not required at the time of application but must be secured before any research involving humans. Failure to secure IRB approvals may delay project implementation and expenditures

All international travel must adhere to the [MSUB International Travel Policy](#).

A Travel Authorization and Request for Travel Advance Form must be completed and approved prior to the travel date. A travel expense voucher and/or Banner Payment Authorization must be completed to receive reimbursement.



COVID-19

International travel to countries rated Centers for Disease Control and Prevention (CDC) Level 4 is prohibited, per the [May 2021 OCHE Guidance](#). Therefore, all international travel connected to the Proposal should be planned with this in mind. Travel to countries rated Department of State (DOS) levels 3 or 4 or CDC level 3 are required to petition permission for travel from the MSUB International Travel Review Committee (ITRC) by submitting a risk management plan with enhanced COVID-specific risk mitigation and contingency plans with final approval by the Provost. [Learn more about the MSUB International Travel Policy](#).

If feasible, grant funds should be used completely by the end of the first year of the grant (Sept. 30, 2022) if at all possible. If the travel component of the grant cannot be completed by this time, extensions into 2023 will be considered. Grant funds can be used to pay for international travel, accommodations and meals, research support, materials, and other related items. Proposals should include a budget and timetable of activities.

Addendum 2: International Partner Universities

MSUB has strong partnerships around the globe, with which we have exchanged a multitude of students and faculty. Competitive proposals will seek to build upon an existing university relationship. Due to the framework of MSUB's UISFL grant, preference will be given to proposals that focus on East Asia. OIS will assist faculty in making all arrangements and communicating with these partners.

[See a comprehensive list of MSUB's partner universities abroad.](#)