EDUCATION ABROAD CURRICULUM INTEGRATION SUPPORT GRANTS

The Colorado State University Office of International Programs - Education Abroad is pleased to offer a grant program to support activities that strengthen relationships with CSU’s institutional partners abroad or to develop the necessary contacts/expertise for education abroad program development and other site visits. This funding is part of a larger pool of approximately $15,000 annually for education abroad initiatives at Colorado State University.

CRITERIA AND INSTRUCTIONS FOR APPLICATION

CRITERIA

1. Education Abroad Curriculum Integration Support Grants are for costs relating to travel to visit an international partner or potential education abroad destination to explore the curricular fit, logistics, personnel, and resources. This includes funding for airfare, meals and accommodation. Expenditures must be within University business and financial guidelines.

2. Curriculum Integration Support Grants are not intended for the following purposes:
   - General costs such as salaries or compensation
   - Web design or other marketing expenses
   - Gifts
   - Attendance or presentations at conferences, workshops or exhibits
   - Teaching as a visiting faculty member at an international university
   - Support for international travel during a sabbatical
   - Funding for students, including participation in research and student-directed research

3. Grant awards may be up to $2,000 (typically $1000 max. for visits to the Todos Santos Center)

4. Grants are designed to strengthen existing relationships or better understand for CSU’s institutional partners or to develop new programming directly related to student exchange/mobility. Proposals must have the support of the department head, and goals should relate to education abroad initiatives.

5. Applicants must have a CSU faculty or staff appointment at 50% or greater.

6. Faculty or staff members may only apply for funds in advance of the planned travel or activity. Applications will not be accepted for travel which has already taken place.

7. Individual faculty or staff members may receive no more than one grant in any two-year (24 month) period from the date of a previous grant award.

8. Curriculum Integration Support Grant recipients are required to submit a brief report upon completion of the trip to the OIP – Education Abroad unit.
APPLICATION PROCESS

Please attach a cover page, which includes your name, department, and location of travel and a proposal of no more than two pages describing the purpose of the travel that includes the following topics:

- Goals for the international travel
- Planned activities
- Timeline for visit
- Budget estimate, including other funding sources for expenses beyond $2000
- Potential outcomes for Education Abroad program development or site visit

APPLICATION CYCLE

Grants are awarded in three cycles during the fiscal year: July 1 - June 30. Requests must be received by the following deadlines for consideration by the committee:

- April 15
- September 15
- January 15

SELECTION CRITERIA

The selection committee will review proposals based on the criteria above. Preference will be given to:

- Program development with course(s) or a program having one or more of the following qualities:
  o Designed in close collaboration with the Office of International Programs
  o Have a clear vision for the curricular and co-curricular learning outcomes
  o Create new access to underrepresented or historically underserved students or majors
  o Incorporate language learning abroad
  o Provide engaged learning opportunities (such as internships, research, community projects, etc.)

- Grants are also available for site visits to existing partnerships, especially if the application includes:
  o Reasons for how this experience will enhance education abroad promotion and advising
  o Ideas or goals on how to expand the use of Recommended Programs Abroad lists

CSU’S INSTITUTIONAL PARTNERS IN EDUCATION ABROAD TO CONSIDER FOR COLLABORATIONS:

CSU has existing OIP - Education Abroad partnerships with approximately 40 academic institutions around the world plus over 65 destinations for faculty or staff-led programs. These relationships allow for student exchange, direct enrollment opportunities, and academic field experiences for CSU students. In addition,
CSU OIP – Education Abroad partners with approximately 13 international organizations, which provide the logistical support to facilitate educational experiences. Visit the Education Abroad website to learn more about where CSU students are going: [www.educationabroad.colostate.edu](http://www.educationabroad.colostate.edu).

Faculty or staff may apply for funding to support the development of partnerships with new institutions. Please note that to become an institutional partner, there must be the potential for sending/receiving at least 5-10 students annually.

**SELECTION PROCESS**

The proposal, funding available and the amount requested by the faculty or staff member will influence the award amounts. A standing committee will review proposals and award the grants. A committee member will notify the applicants within one week of the application deadline, and awards will be available promptly after the award notification.

**DISTRIBUTION OF FUNDS**

- Awards will pay for travel expenses by pulling expenses from OIP – Education Abroad accounts through the Kuali travel system.
- There is no carry-forward of the funds in the next fiscal year unless the recipient arranged alternative and specific arrangements with OIP-EA.
- Financial processes must be managed according to CSU Business and Financial Services guidelines.

**REQUIRED FINANCIAL DOCUMENTATION**

Upon completion of travel, OIP-EA requires recipients to submit a short summary (2-3 pages) about the outcomes from the site visit as well as evaluations related to the learning opportunities and supports abroad.

**SEND APPLICATIONS AND QUESTIONS TO:**

Laura Thornes, Director of Education Abroad  
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