

REQUEST FOR PROPOSALS

2008 International Activities Grant Guidelines

PURPOSE

The UNR provost has allotted special funds to enhance and promote the development of curricula, programs, research, and other creative efforts that have a significant international dimension. The grant program gives special consideration to proposals that identify a meaningful result that contributes to the international strengths of the UNR campus and its highest priority will be to provide seed money for *new* (rather than on-going) projects that promise significant future developments involving international activities. Matching funds are highly desirable, but are not required.

While a variety of proposals will be considered, the following types of requests will not be funded: (i) ongoing or normal administrative activities; (ii) any costs associated with presentation of papers at conferences; (iii) support for already established exchange programs; (iv) support for foreign or UNR students; (v) hosting in general; and (vi) salary.

ELIGIBILITY

Any UNR faculty member with academic or administrative rank, holding at least a 0.5 full-time equivalent appointment, is eligible to apply for these funds. Faculty can only apply for and receive one award per year. Although applicants may receive grants in consecutive years, those who have not received an IAC grant will have higher priority.

AMOUNT AND PERIOD OF FUNDING

Proposals for up to \$3,000 will be considered for funding. Projects will normally be funded for one year only and must be completed by June 30, 2009. Any extension must be approved in advance by the International Activities Committee. The funds cannot be used for expenses that have been incurred prior to the award.

DEADLINE

Grant proposals to support projects to be carried out during the upcoming academic year (2008-2009) must be submitted and received by **5:00PM on February 8, 2008**. Submissions sent to the committee after that date and time **will not be accepted**. Applications must be submitted as one individual e-mail all supporting documentation attached. Exceptions will only be made for Letters of Support from department chairs. Revisions or updates after an application has already been submitted to the committee **will not be accepted**. Please e-mail the proposal text and other necessary supporting documentation via e-mail to UNR Office of the Provost (ttomasic@unr.edu). Supporting documentation should be attachments to the e-mail, in a standardized format such as Microsoft Word (.doc) or Adobe Acrobat (.pdf) and as a one-time submission. Academic faculty must also send a copy of the proposal to their dean or equivalent supervisor.

SELECTION PROCESS

Grant applications will be reviewed by the International Activities Committee. Funding recommendations will be made based on the proposed project and its relevance to the above considerations. Recommendations for partial funding will be verified with the grant applicant. Applicants meeting the February 8, 2008 deadline will be informed of the final award decisions by March 1, 2008.

GRANTEE'S OBLIGATIONS

The grantee is expected to adhere to the proposed project as closely as possible. Significant deviations from the original plan must be approved by the International Activities Committee.

Within three months after the completion of the project, the grantee must submit a summary report outlining the accomplishments of the project.

The grantee is requested to identify the sources of funding in any results funded partially or completely by these funds whenever feasible. The funding source is the UNR Office of the Provost.

GRANT APPLICATION

The grant application should consist of the following four parts:

- Part I: Proposal;
- Part II: Year-end report of past funded project, if applicable;
- Part III: Necessary supporting documentation; and
- Part IV: Abbreviated two-page curriculum vita of the applicant.

The proposal should contain the following information:

- (i) Name, department, rank and appointment type of the applicant;
- (ii) Statement about the objective of the project;
- (iii) Description of the project;
- (iv) Detailed budget;
- (v) Impact of the project on professional development, curriculum, activities or programs;
- (vi) Statement indicating other sources of funding for the proposal being submitted;
- (vii) Letter (can be in e-mail format) from department chair or immediate supervisor stating whether the proposed project is consistent with the applicant's role statement.

The proposal is limited to six pages in length (double-spaced; 10-point font or larger), inclusive of tables and budget. Other necessary supporting documentation, such as letters of invitation from foreign institutions and letters of support from departmental chairs, should be attached to the proposal text. Supporting documentation should be kept to a minimum, however. Unnecessary attachments such as published papers, letters of recommendation, etc., are highly discouraged.

The impact of the proposed project on professional development, curriculum, or programs must be clearly described in the proposal. The project's impact must be clarified beyond simply listing possibilities of expanding overseas student recruitment, or helping faculty update information in international courses. Applications must discuss concrete plans to develop lasting results such as ongoing international academic linkages, continuing student/faculty exchanges and research agreements, or other such measurable outcomes of the grant funding.

If an applicant has received a prior international activities grant, the year-end report of the most recently funded project must be attached to the proposal.

MORE INFORMATION

For more information on International Activities Grants, or for assistance in submitting your completed proposal, contact the IAC co-chairs, Yvonne Steadham, ystedham@unr.edu, 775-682-9162, or Derek Kauneckis, kauneck@unr.edu, 775-682-7765.