Faculty Internationalization Grant Program
Updated December 11, 2017

Guidelines

Purpose
Faculty and Staff Internationalization Grants are available for activities with goals such as improved internationalization of the curriculum, the development or set-up of international experiences (credit-bearing or non-credit-bearing) for students and research or developmental for faculty, and other projects that enhance the internationalization of The University of Tulsa and support the University’s Strategic International plan. Research projects with limited impact on the internationalization of the campus or that can be funded through Faculty Research Grants should be submitted to the Faculty Research Grant Program and not the Faculty/Staff Internationalization Grant Program.

Deadlines
Completed applications must be received by the Center for Global Education by the stated date which is typically early February each year and awards will generally be made by mid-March of each year.

Size of the Grants
Projects at four funding levels will be considered:

1. Visiting Scholars: (recommended maximum award 2K): Partial support for research colleagues and/or faculty from partner universities whose presence on campus will facilitate curriculum development, expose faculty and students to comparative research methods, or enhance faculty and/or student understanding.
2. Curriculum and Co-Curricular Development (may be multi-year) (recommended maximum award 3K): curricula and non-curricular programs that enhance campus internationalization are encouraged. Each year, the International Leadership Council may determine areas of emphasis for this category. Referring to TU’s Strategic Plan is another important source in formulating ideas for this category.
3. Interdisciplinary Development (May be multi-year, recommended maximum award 5K per year): Interdisciplinary or cross-departmental efforts that may involve a university or universities abroad. Grants at this level should be solicited by a minimum of two people in two departments working together.
   Interdisciplinary efforts may include faculty-led programs abroad (particularly to a partner university), curricular development that utilizes technology to bridge TU students to the world, or an interdisciplinary approach to addressing one of the following world perspectives through design thinking or idea innovation:

https://global.utulsa.edu/why-study-abroad/world-perspectives
4. Strategic Partnerships. Long-range international partnership projects that engage TU’s recognized strengths on a macro-level in the international arena. Each year, the International Leadership Council will provide priorities on this category. For example, for 2018, faculty/staff are invited to participate in various seminars to strengthen our relationship with existing partners.

**Applications**

Applications are accepted from those faculty/staff interested in obtaining support from the University’s Internationalization Grant Program. Applications should be complete and should provide the information requested on the application form. In particular, information enumerated under “Description of Proposed Project” must be provided, and should fit within two or three typed pages. The proposal should be written in a language that can be understood by a reader from outside the discipline. Applications must be signed by the applicant’s Department Chair and Collegiate Dean, or in the case of staff, their supervisor and/or unit head.

Applications will be reviewed, in consultation with the Research Office, by a committee chaired by an Internationalization Leadership Council member with representation from each college.

If your proposed project involves curricular development, you must provide details regarding the development efforts to be undertaken, the objective and significance of the proposed curricular offering, as well as how the offering supports the Internationalization Strategic Plan and enhances the overall curriculum. Funding for travel connected with a curricular development proposal must include details of one’s itinerary and the names of individuals with whom one plans to visit.

Proposals for international research funding must provide details of the research plan, those components which make the research international, and how the research proposal supports the International Strategic Plan and will facilitate the internationalization of the campus. Funding for travel connected with international research must include the details of one’s itinerary and the names of individuals with whom one will be conducting the research.

We remind you that if your project involves the use of human subjects and you have not yet obtained TU Institutional Review Board (IRB) approval, you must also submit the necessary forms/documents for approval at the same time your proposal is submitted to your Dean. IRB approval/review is necessary for any human subjects research including (but not limited to) surveys (either paper or via the Internet), interviews, sports or medical procedures, and the use of existing data identifiable to specific individuals. The application forms and instructions can be
found on our website or by clicking here for “Protection of Human Subjects.” IRB application packets (forms, surveys, informed consent forms, etc.) should be sent directly to Carmen Schaar-Walden in the Office of Research and Sponsored Programs. If you have any questions concerning the use of human subjects, you may contact Carmen at x3310 or carmen-schaar-walden@utulsa.edu. If IRB approval has previously been obtained you must include the IRB approval letter with your application.

If your research involves the use of animals, please include the approved protocol number assigned by the Institutional Animal Care and Use Committee (IACUC) on the application form. If you have not received approval or submitted a protocol, please refer to the IACUC website by clicking here. You may contact Carmen Schaar-Walden at x3310 or via e-mail at carmen-schaar-walden@utulsa.edu if you have any questions about your project in this regard. If you have not yet submitted your protocol to the IACUC for approval, you must submit the necessary forms/documents at the same time your proposal is submitted.

If your research involves the use of infectious agents, select agents and toxins, human or endothermic vertebrate materials (including blood, body fluids, cells and tissues), recombinant DNA, synthetic nucleic acid molecules or transgenic animals, the protocol may require Institutional Biosafety Committee (IBC) review and approval. Please contact Dr. Estelle Levitin (x2764) to determine if IBC approval is necessary prior to submitting the proposal.

Faculty working with chemicals must attend a Laboratory Standard Training Session once every three years while at The University of Tulsa. It is advisable to view the module on WebCT training; for access email marty-phillips@utulsa.edu. If that is not possible, the training may be obtained by viewing a video, which is available through Marty Phillips at x2111 or via email at marty-phillips@utulsa.edu.

Eligibility
Any full-time faculty or staff member (including Instructor), is eligible to apply for support under this program. Adjunct faculty or part-time staff are not eligible. These grants are intended for, but not restricted to, the support of full-time faculty or staff members on continuing appointment or in a continuing appointment eligible track. The quality and merit of the scholarly and curricular activity of the proposal and its impact on transforming and internationalizing the campus, as well as the potential for publication and/or presentation of the results, or for external funding, are the key criteria used in evaluating the proposals. A grant recipient may hold only one grant at a time, but may seek additional support the following year if the proposed work is completed. An applicant who has received an award in the past three years, but failed to submit the required final report, will not be considered for an award. In the case of a continuing project, a progress report must be submitted before continuing support can be considered.

Coverage
It is assumed that support requested from this program cannot be obtained through departmental, college, or external sources; such efforts must be documented on the application form. All grants are to be used to cover project expenses. Costs of clerical assistance, travel,
specialized research equipment, supplies, materials, costs associated with inter-library loans, and purchase of books, videos and materials for educational purposes are included. Proposals that use Faculty Internationalization Grants as matching funds for an outside grant are encouraged.

Graduate student expenses connected to project execution are eligible for support. In such cases, it is recommended that faculty have early discussions with the Graduate School to insure that proposed projects can be properly implemented. One particular issue that may need to be addressed is the fact that students may not be paid both monthly and hourly. Further, other restrictions affecting implementation of the grant may also apply to students on assistantships.

*Limitations*
All requests for support must be in connection with a specific project. Projects supported may be currently underway or may be in the process of initiation but no expenses incurred prior to the beginning of the grant may be reimbursed. In many cases, work supported under the Grant Program may be oriented toward preparation of applications for support from outside sources. Research directed toward completion of a dissertation will not be supported. Money just for travel to professional meetings should be provided by individual departments and colleges and will not be sponsored by this program. Books, documents, microfilm, etc., purchased with grant funds should be retained by the University Library upon completion of the project. Equipment purchased with these funds is also property of The University of Tulsa. Grant money cannot be utilized for salaries or stipends.

*Reporting Requirements*
Grant recipients are required to submit a final report to the Center for Global Education no more than two months after completion of the research or curricular activity. In the case of continuing projects, a progress report must be submitted before an application for continuing support may be considered.

A final report on the project should include a summary of activities, findings, and a financial statement. The results of any assessment activities should also be reported. The report should also include a listing of any publications, presentations or proposals to external funding agencies that were an outgrowth of this project. The status of these proposals to external funding agencies (i.e., funded, declined, or pending) should be indicated.

*Acknowledgements*
As appropriate, funding provided by the Faculty Internationalization Grant should be properly acknowledged.