September 30, 2013

TO: Full-time and Part-time Faculty and Staff

FROM: Dr. Marina Cunningham Executive Director, Global Education Center

RE: Fall 20132 Global Education Center Grants: Call for Proposals
Deadline: 4:30 pm Friday, October 25, 2013

The Global Education Center continues to encourage faculty and staff to internationalize the university and develop global expertise in their disciplines through collaborations, teaching exchanges, new partnerships and new initiatives. Since the fall of 1990, the Center has provided funds for many successful projects and initiatives. We are pleased to announce the Fall 2013 competition and request full-time faculty and staff and visiting specialists (adjuncts are not eligible) to submit proposals by October 25. This competition will support projects taking place in spring or early summer of 2014, before July 1, 2014. Recipients of previous grants are encouraged to apply, although special consideration will be given to first time applicants.

The Global Education Center will support proposals in the following categories, ranked in order of priority. These can be new projects or continuation of existing projects. Please see the attached guidelines for detailed descriptions of these categories. Note that proposals for presentation of papers at international conferences will now be accepted in both the fall and spring competitions, with the fall competition covering conferences before July 1, 2014.

I. International Initiatives and Project Development
II. International Projects Utilizing Technology
III. International Visitors
IV. Presentation of Papers at International Conferences

Priority will be given to projects that strengthen established partnerships between MSU and preferred partner institutions- please see the attached list

We encourage applicants to seek additional funding through other sources. To discuss your project with me prior to submission, contact me at x7566 or cunninghamM@mail.montclair.edu to set up an appointment. Submit complete proposals, as per the attached instructions, to the Global Education Center (22 Normal Avenue) no later than 4:30 p.m., October 25, 2013.

We look forward to receiving your proposals.
Cc: Dr. Willard Gingerich, Provost and Vice President for Academic Affairs
Preferred Partner Institutions

Argentina: Universidad Nacional del Litoral

Austria: Karl-Franzens-Universität
University of Music and Performing Arts, Graz
Graz University of Technology

Chile: Universidad Mayor, Santiago

China: Beihang University
Beijing Jiaotong University
East China Normal University
Qingdao University of Technology
Tianjin University

England: Bournemouth University

France: Université Michel de Montaigne - Bordeaux 3

Hungary: Debrecen University
Liszt Academy of Music, Budapest
Moholy-Nagy University of Art and Design

Israel: Kibbutzim College of Education
Jerusalem Academy of Music and Dance

Italy: Milan Verdi Conservatory
University of Verona

Korea: Hansung University
Seoul National University of Technology
University of Seoul

New Zealand: Whitecliffe College of Arts and Design

Norway: Agder University

Russia: Cherepovets State University
Kazan Federal University
Moscow Tchaikovsky State Conservatory

Spain: Universidad de Nebrija
University of Granada

Sweden: University of Kristianstad

Vietnam: Ho Chi Minh University
GLOBAL EDUCATION CENTER GRANTS

FALL 2013 COMPETITION

GUIDELINES
Proposals may be submitted in the following categories. Categories are listed in order of priority:

I. International Initiatives and Program Development
This category of funding invites faculty and staff to submit proposals for overseas activities. Examples include teaching exchanges, collaborative projects, or travel that focuses on programmatic development, collaborative curricular development, or strengthening of established partnerships. The proposal should include an explicit statement linking the overseas activity and the individual's work at MSU and a letter of invitation. This proposal could be a new project or the continuation of an existing project. In the case of visits to partner institutions, the local institution should cover some or all of the housing costs. If faculty are invited to teach or do workshops in non-partner universities, that institution is responsible for all of the faculty member's expenses, including airfare, and the expenses are not eligible to be included in this grant.

II. Internationalization Utilizing Technology
This category provides funding for use of technology in international projects. It is designed to encourage the use of technology in fostering internationalization and establishing communication between MSU students and faculty and students and faculty overseas. Examples include development of collaborative online and hybrid courses, interactive websites, among others. This proposal could be a new project or the continuation of an existing project.

III. International Visitors
Funding may be used to invite international professionals and scholars to Montclair State University and provide an honorarium for lectures, seminars, workshops or exhibits. International visitors will be expected to interact with MSU faculty, students and the community at large. Sponsoring faculty should provide a proposal describing both academic and non-academic activities for the international visitors. In most cases, international visitors are expected to pay their own airfare. Housing may be provided free of charge for up to two weeks for faculty from universities with which MSU has a partnership. Otherwise, housing set up through the Global Education Center should be calculated at $50 per night.

IV. Presentation of Papers at International Conferences
Maximum Award: $800
Faculty and staff who have been invited or accepted to present papers abroad at a peer-reviewed conference may apply for funding. This funding cycle applies to travel taking place before July 1, 2014. The following conditions are necessary for the proposal to be funded:

- The conference as well as the paper to be presented should have an international focus. An international locale is not sufficient reason for the proposal to be funded.
- A copy of the invitation and acceptance to present the paper must be included in both the original language and in English translation. In unusual cases, grants may be made conditional upon acceptance of the paper.
• Preference will be given to faculty who has not previously received Global Education Grants in this category.

INSTRUCTIONS

I. Components of Proposal: A complete proposal consists of the following:

A. Cover Page and Budget
As per attached. Note: HARD COPY MUST INCLUDE SIGNATURES OF DEAN AND DEPARTMENT CHAIR OR DIRECTOR.

B. Narrative
Submit a narrative of no more than eight (8) double spaced pages. Follow the format given below and note the evaluation points assigned to each section. Use standard size type.

1. Rationale
Describe the project and its activities and objectives. Show how the objectives fit in with the overall objectives of the Global Education Center, which are to encourage faculty to internationalize the university, develop international expertise in their own disciplines and equip our students with the knowledge and the ability to interact with global systems and diverse cultures. Highlight any unique features of the project. If you received funding before, please explain how this project builds on or differs from a previous grant-funded project. Describe how the experience and qualifications of the project director and any other personnel are suited to the execution of the project.

2. Outcomes and Global Impact
Describe how the project will contribute to departmental and university goals of global education and internationalization; give specific examples of these contributions. Describe the impact of the program beyond the campus and internationally.

3. Evaluation
Describe the plan of evaluation for the project, explaining objective features that can be documented. If quantitative measures are appropriate, describe how they are utilized. Describe both long and short-term aspects of the project, explaining how the project director(s) as well as others will be able to assess the accomplishments of the project.

4. Dissemination and Future Plans
Describe your plan to disseminate the information developed from this project, i.e. presentations, publications, incorporation in course work, programs or collaborations. Describe intended audience. Describe your expectations for the future of this project after funding ends.

5. Budget and Cost Effectiveness
In addition to completing the attached Budget Sheet, describe how the budget is adequate to support the proposed activities and explain how the costs are reasonable in relation to the objectives and planned outcomes of the project. Applicants are encouraged to seek additional funding. Per diem for lodging and meals are based on federal guidelines for that destination. Attach a copy of the per diem rates for your destination. These rates are established by the U.S. Government Services Administration and can be accessed at www.gsa.gov. See travel regulations for more detail. Please note that grants do not usually exceed $3,500.

C. Curriculum Vitae
Attach a copy of your C.V. (two page maximum), and an off-campus mailing address.
D. Copies of Summary Reports of Global Education Grants Received Since 2008
If you have received a Global Education Grant at any time since the Fall 2008 competition, a copy of your summary report MUST be included with your current application.

II. Signatures

**SIGNATURES OF DEANS AND DEPARTMENTAL CHAIRPERSONS OR DIRECTORS ARE REQUIRED ON HARD PAPER COPY OF ALL PROPOSALS FOR PROJECTS IN ALL CATEGORIES.**

**PROPOSALS WILL NOT BE CONSIDERED IF THEY ARE NOT SIGNED BY THE DEAN AND CHAIRPERSON.**

Allow sufficient time to obtain all necessary signatures.

III. Statement of Support:
A short statement of support by an associate dean or dean is optional but beneficial.

*The quality of the proposal is considered an accurate predictor of the quality of implementation. Sample copies of previously funded proposals are available for review at the Global Education Center. Please call x4185 to schedule an appointment to review past proposals*

IV. Method of Submission: **Note that we require one hard copy plus the electronic copy submission.**

A. **Hard copy:** one complete proposal with all original signatures should be delivered to the Global Education Center.

B. **Electronic copy:** one complete proposal (including all components in original) should be sent by email to gecgrants@mail.montclair.edu. The electronic copy must include all components except signatures, i.e. Cover Page, Narrative, Budget, CV, Copies of Summary Reports.

V. Evaluation
Each proposal is read and ranked individually by the Global Education Grant Committee, so the electronic version of the proposal must be complete. Note that the Committee will only receive materials sent electronically, so attachments sent with the original but not emailed will not be viewed. The Committee then meets as a whole to weigh each proposal. The Global Education Grant Committee is comprised of one voting member representing each of the colleges/schools, a professional staff representative, and the Executive Director of the Global Education Center.

VI. Deadline:
As per these instructions, submit the original hard copy to the Global Education Center and the electronic copy by email to gecgrants@mail.montclair.edu no later than 4:30 p.m. Friday, October 25, 2013

NOTE:
1) **RESEARCH GRANTS:**
The Global Education Center does not fund proposals for individual research.

2) **REQUIREMENTS OF AWARD WINNERS:**
Award winners will be required to complete a summary on the funded project to the Global Education Center and to Academic Affairs, not more than two months after the completion of the project. The summary report will be used in judging future Global Education Grant proposals.

3) **ELIGIBILITY:**
All full-time and part-time MSU faculty and full time staff are eligible for grants. Adjuncts and part time staff are not eligible. To avoid any conflict of interest, neither members of the Global Education Grants
Committee nor Global Education Center staff members are eligible to apply.