OFFICE OF
INTERNATIONAL STUDIES
MONTANA STATE UNIVERSITY BILLINGS

Yellowstone Consortium for International Studies and Foreign Languages

Program Development Grants for International Engagement

Grant Award:	$3,000
Available Grants:	Seven (7) annually
Funding Source:	Office of International Studies, MSU Billings
Application Due Dates:	Rolling Deadlines
Winter:	January 2, 2024 (extended until March 1, 2024)
Spring:	April 1, 2024
Summer:	July 1, 2024
Fall:	October 1, 2024

I. Introduction

The Office of International Studies (OIS) and members of the Yellowstone Consortium for International Studies and Foreign Languages (Northwest College, Dawson Community College, Little Big Horn College, and Miles Community College) announce a new competition to support international studies and global engagement amongst university and college programs, offices, centers and/or other units on campuses in the Consortium.

Each year, from 2023-2026, OIS will award 7 (seven) Program Development Grants for International Engagement in the amount of $3,000 each to academic and non-academic programs, offices, centers, or other units. Faculty and non-faculty university and college personnel are encouraged to submit proposals that will further the international engagement of their programs, offices, centers, or units.

The grants will offer direct support to campus programs, offices, centers, and units to support the goal of increasing campus global engagement. We welcome creative proposals from all areas from every consortial partner that addresses the project goals of supporting international studies on our campuses. Like all grants offered in this project, each campus will have equal

access to these program grants, and the Project Director at MSUB will ensure that each campus has at least one grant awarded during the grant period (2023-2026).

A project narrative is required. The narrative must justify each of the requests made within the proposal as defined by the scope of the project. All requested expenditures must be related to the core objectives of the proposed project. All expenses must comply with all state and university procurement, purchasing, and travel policies and procedures.

II. Program Description

The primary goal of this program is to support offices, units, departments, colleges, and centers that seek to add an international component to their core mission. Both Academic and Non-Academic areas may be the focus of these grants. The grant is not appropriate for the benefit of an individual faculty member – the Yellowstone Consortium offers grants to faculty for this group. Individual faculty may submit proposals for the Program Development Grants for International Engagement (this RFP) but must do so for the benefit of their college, department, office, unit, etc.

These funds may support a wide array of activities, including conference expenses, residencies, invited speakers, materials, and professional travel that might not be funded by other means, or other activities that advance the unit's and its respective campus' international development and engagement. Expenditures that are not allowed include personal compensation, computer hardware, tools, and large equipment purchases. There is no cost-share requirement.

Units or offices that receive these awards are required to submit a very brief final report indicating that the project has been successfully completed and that funds awarded have been utilized. This should be done within 30 days of the completion of their project.

III. Award Information

A. Anticipated Funding Amount

$3,000 per proposal.

B. Calls for Proposals

Four (4) Requests for Proposals (RFPs) will be issued each year during the grant period: Winter, Spring, Summer, and Fall, starting January 2024 and running through July 2026. Requests for proposals will be advertised widely across the Yellowstone Consortium and proposals will be due January 2, 2024 (extended until March 1, 2024), April 1, 2024, July 1, 2024, and October 1, 2024.

IV. Eligibility Information

All programs, offices, centers, and units on all Consortial Partner Campuses are eligible to apply for this grant. Programs, offices, and units for this grant includes academic programs as part of Colleges and Departments (i.e., History Program, Life Science Program, Honors Program, etc.), as well as individual Colleges and Departments as a whole unit (i.e., College of Arts and

Sciences, College of Education, Communications Department, Biology Department). Eligibility also includes non-academic programs, offices or units that support the teaching and learning mission of each campus (Library, Student Engagement Offices, Academic Support Center, Advising Center, Career Services, etc.). Only full-time employees of one of the five members of the Yellowstone Consortium may be the lead author on a proposal.

V. Proposal Preparation and Submission Instructions

Proposals should not exceed four (4) pages (double spaced, 11-point font, 1-inch margins). Proposals that do not adhere to these formatting requirements will not be reviewed.

A. Proposal Components

1. General information on a cover page (not included as part of 4-page limit). On a cover page, include the following: Proposal title, name (s) of authors, college and department affiliation, anticipated project dates, and total amount requested.

2. Name(s), Positions and brief biographies of Project Leads: 1 page

3. Description and objectives. Fully describe the project or activity and its objectives, and explain how and when the objectives will be attained.

4. Impact. Describe how the project will benefit the campus' global engagement and internationalization initiatives. Clearly describe how achieving the goals of the project will support international teaching and learning on campus and in the community.

5. Assessment of impact. Describe how you will assess the impact of the project and the extent to which it achieves the objectives.

6. Budget narrative. Supply details about how the $3,000 grant funds will be used. Provide a narrative that explains each budget item and how and when the funds are to be used. The review committee will likely disallow expenses requested that are not justified in relation to the project or that exceed normal expenses. Please note that any supplies purchased through these grants are the property of the University or College, not of the award recipient, and must be inventoried as such.

B. Submission process

Authors of proposals must consult with their Program Director, Department Head, Dean, or Vice-Chancellor/Vice-President as appropriate and obtain their approval before submitting the proposal to. Include letter(s) of support from the appropriate approver in the application.

Send full proposals by email to OIS@msubillings.edu

Proposals are accepted on a rolling quarterly basis: January 2 (extended to March 1 for the spring 2024 cycle), April 1, July 1 and October 1.

VI. Proposal Review and Processing Procedures

A. Review Committee

A small committee chaired by the Yellowstone Consortium Project Director and consisting of faculty and non-faculty representatives from consortial members will review all proposals and award funding on a rolling basis, within 30 days of the submission deadline.

B. Review Criteria

The following criteria will be used to evaluate the quality of all proposals.

1. Eligibility

The Review Committee will determine eligibility and whether the request is appropriate for the Yellowstone Consortium Program Development Grants for International Engagement.

2. Overall impact

Explain how the project outcomes will benefit the internationalization of the individual unit and campus. Detail how the project will support global engagement among the target audience.

3. Quality of the written proposal

a. Proposals should be addressed to and comprehensible for a non-specialist audience. Please clarify terminology and acronyms and minimize jargon.
b. The proposal should be complete and in the proper format. NOTE: The review committee will NOT review proposals that omit one or more sections of the required format or that do not comply with page limits or formatting requirements.

C. Award Notification

The MSUB Office of International Studies will notify all applicants whether or not their proposal is successfully funded.

Examples of Grants:

1. Support for Departments to host speakers as part of symposia, lecture series, training.
2. Support for a Library to develop a space for international engagement.
3. Support for Student Support Center to purchase materials.
4. Support for Study Abroad programs.
5. Support for Departments, Colleges to develop Workshops, Conferences, Training with an international focus.
6. Support to hire language tutors to assist students in learning Japanese, Korean, and Mandarin.

VII. Award Administration Information

A. Notification of Award

Author(s) will be notified by the MSUB OIS by email, informing them whether their proposal was funded.

B. Award Funds. The Office of International Studies at MSUB will coordinate with the appropriate supervisory body on campus to transfer the funds according to the policies and practices in place at the campus' grants office.

D. Reporting Requirements

Grant recipients will be expected to submit a very brief final report indicating that the project has been successfully completed and funds awarded have been utilized. This should be done within 30 days after the completion of their project. This will allow OIS to fully account for the funds allocated, awarded, and expended in support of these projects. A simple email will suffice for this final report and should be sent to ois@msubillings.edu

VIII. Contact for More Information

If you are interested in applying for a Program Development Grant for International Engagement please contact the Yellowstone Consortium for International Studies and Foreign Languages Project Director, Dr. Paul M. Foster. If you have questions about allowable costs, Foster will coordinate with the UISFL Program Director at the US Department of Education.