



OFFICE OF
INTERNATIONAL STUDIES
MONTANA STATE UNIVERSITY BILLINGS

**Yellowstone Consortium for International Studies and Foreign Languages
2023-2026**

UISFL Course Development Faculty Travel Grants

Grant Award:	\$6,000
Available Grants:	Six (6) annually
Funding Source:	Office of International Studies, MSU Billings
Application Deadlines:	November 1 annually March 1 annually (<i>pursuant to funding</i>)

Introduction

In September 2023, The Office of International Studies (OIS) was awarded a three-year grant from the International Studies and Foreign Languages Office of the Department of Education. The Undergraduate International Studies and Foreign Language (UISFL) grant is designed to support increasing faculty expertise in international studies with the goal of increasing the scope and sequence Global Studies Learning Outcomes in courses taught on all campuses in the Yellowstone Consortium for International Studies.

OIS is managing a competitive process to award six (6) UISLF (pronounced ‘useful’) Course Development Travel Grants in 2024, to MSUB faculty and faculty at our consortial partners at Northwest College, in Powell, Wyoming, Little Big Horn Community College in Crow Agency, Dawson Community College in Glendive and Miles Community College in Miles City, Montana. We expect to award 6 grants in each of the following two years.

Description:

The UISFL Course Development Travel Grants are to be used to promote two purposes:

- 1) The development of faculty expertise in international studies,
- 2) The development of International Studies courses and learning outcomes at MSUB.

The \$6,000 grants are to be used to support the design of new courses or the re-design of existing courses to include demonstrable, measurable Global Studies Learning Outcomes. The courses that are developed from this grant will allow students to earn an interdisciplinary International Studies Minor at MSUB. It is expected that all courses developed by this program will fall into this category, and therefore will attract students interested in earning this Minor.

International cooperation with faculty at one of our international partner universities is fundamental to this program so the funds will provide the means for faculty to travel to one of MSUB's partner universities abroad and work closely with the faculty and administrators in the service of the program goals. Faculty will develop new relationships with colleagues that will lead to a clearer understanding of how Global Studies can be added to one's teaching and research interests. The program provides faculty the opportunity to also solicit guest virtual lecturers for their own classes as well as university and community enrichment. An important program goal is to make the International Studies Minor Program truly interdisciplinary so that students in all MSUB colleges have an opportunity for global engagement. Faculty may work in any world area, but preference will be given to proposals that focus on East Asia.

A. Eligibility

Faculty members who carry a continuing appointment are eligible for these awards. This includes tenured and tenure-track faculty, university lecturers, research and clinical professors, fixed-term faculty, RNTTA faculty, and LOAs who are on primarily teaching appointments. Faculty appointment must be greater than 0.5 FTE.

B. Limit on Number of Funded Proposals

Faculty may only be funded once through the UISFL program, including the first grant 2020-2023 and the second grant 2023-2026.

C. Retroactive Funding

Applications for retroactive funding will not be reviewed.

D. Number of Authors

Only a single individual may request funding.

Deadline for submissions of proposals:

MSUB faculty should submit their final proposals by **November 1** or **March 1** to the Office of International Studies (OIS). Spring proposal awards will be pursuant to available funding; faculty are encouraged to check with OIS prior to submitting a proposal in the spring semester.

A selection committee, led by MSUB faculty, will determine which proposals are funded for the upcoming year. We expect to notify successful applicants by December 1 or April 1, respectively. Faculty travel should take place during the period between semesters, either Summer or Winter.

Support for Faculty:

OIS has organized a series of workshops, lectures, and information sessions on the UISFL Course Development Travel Grants since 2021, [all of which are available on the OIS website](#). OIS will continue to organize sessions from 2024-2026, including the third annual Global Studies Seminar, scheduled to take place during the spring semester at Northwest College. The 2021

Global Studies Seminar consisted of a [virtual workshop on Global Studies Learning Outcomes](#) led by a national leader in this area, Dr. Dawn Whitehead, the Vice President in the Office of Global Citizenship, Community, and Careers at the Association of American Colleges and Universities. Faculty who were not able to attend the 2021 session are encouraged to watch the workshop recording.

Please see [UISFL Support for Faculty](#) for additional details about previous and upcoming events.

OIS personnel are available at any time by email or phone to discuss the project and are seeking to distribute this RFP to as many MSUB faculty as possible.

Proposal Description:

Proposals should address the following criteria using 11 pt. font or larger and one-inch margins. The total proposal narrative may not exceed 5 single-spaced pages. The budget spreadsheet, Bibliography / Works Cited, and supplementary materials are not subject to the page limit. Preference will be given to proposals with a focus on East Asian Studies, but proposals focusing on other world areas are encouraged.

Faculty Proposals should consist of the following sections:

1. Description of Project Goals and Objectives. Clearly state the goals and objectives of the proposed project in non-jargon terms that will allow a range of faculty from outside of your respective discipline to understand. Clearly describe the likely outcomes of your proposed project.

2. Dates for Intended Travel: We recommend that the international travel would take 10-14 days.

3. Rationale for the Proposed Course Revision. Summarize the revisions you are proposing to make for your course. Describe how your project will contribute to meeting UISFL goals: 1) The development of faculty expertise in Global Studies; and 2) the development of Global Studies courses and global studies learning outcomes at MSUB.

4. Outcomes and Impact. Clearly identify the outcomes you plan to achieve with the proposed revision. These must include a revised or new syllabus, changes to current courses, use of international partner faculty and university for research and teaching, or outcomes appropriate to your discipline. Describe the tangible impact/s the revision will have on students and describe the tangible impact/s the revisions will have on the program of study. Specify the frequency for which the courses in your proposal are offered (every semester, once per year, every two years, etc.), and indicate the number of students you expect to impact per year with the revision.

5. Plan of Work and Timeline for Completion. Provide a detailed timeline/plan of work that identifies major milestones/activities. The timeline must include any administrative steps associated with going through the curricular review process, if applicable.

Depending on the scope of the revisions, this process may be completed in the subsequent academic year. If travel is not possible due to international or university travel restrictions, proposal timelines may be extended up through the end of the grant period. Otherwise, the grantee can elect to work with OIS to formulate an alternative proposal to a different destination.

6. Course Outline or Syllabus: Attach a proposed draft course outline or syllabus, highlighting the proposed changes. This is not included in the 5-page narrative limit.

7. Plan of Operation: Discuss the plan to carry out the major tasks involved in executing the project. Provide a timeline indicating when the project will begin and conclude as well as when the major tasks within the project will be undertaken and accomplished.

8. International Partners: Name the country and which partner university will be visited by the faculty (see Addendum 1). [Click here](#) for a full list of MSUB's university partners abroad. OIS will assist in establishing contact with colleagues and administrators at our international partner universities. Working with new or existing international partners is an important part of this grant. Please contact us for more information. While East Asia is a focus of this grant in general, proposals to collaborate with universities in any world area will be accepted.

9. Student Outcomes: Provide examples of Global Studies Learning Outcomes. Describe how they will be taught in the classroom and student learning will be measured.

10. Dissemination Plan: Explain how the project will lead to the university's broader academic outcomes. These must include revised or new syllabi, changes to current courses, use of international partner faculty and university for research and teaching, or outcomes appropriate to your discipline. You may be expected to share your project outcomes at an official MSUB event or another appropriate event.

11. Budget: There will be \$6,000 awarded per project. Once the budget (Template attachment) is set for a grant, funds cannot be moved to different account areas. For example, funds budgeted as travel cannot be spent on supplies. Acceptable expenditures are included in Template and include:

- a. Personnel: if you seek funds for your time on this project, please include those here. Fringe benefits will be calculated on this as well.
- b. Supplies: This includes general office supplies, photocopies, printing, books, and materials appropriate to the discipline.
- c. Communication: This includes long distance telephone communication, postage, advertising, internet and associated costs.
- d. Travel: This will be the major expense and includes airline tickets, mileage, hotel

and meals for travel. Note that this grant is subject to the Fly America act so all flights must be on US carriers or code shared as original US carrier flights. We recommend that faculty plan on travelling for a minimum of 10 days.

12. Signatures: Department chairs and college deans must sign that they are aware and support the proposal. If they chose, they may provide an option a letter of support.

Selection Process:

A committee made up of members of the OIS Global Studies Advisory Committee will review and select recipients for these grants. OIS at MSUB will manage the process, collect all proposals, answer questions, lead sessions (see schedule on OIS website), and announce the winners but will not be involved in selecting the final grantees. The following scoring rubric will be used:

100 points total

Project Goals and Objective. Do the goals and objectives of the proposed project support the UISFL program and the internationalization of the curriculum at MSUB? Are the likely outcomes identified and achievable? **10 points**

Rationale for the Proposed Course/Revision. How feasible is the course design/re-design? Will it contribute to one or both of the main UISFL goals: 1) The development of faculty expertise in Global Studies and 2) the development of Global Studies courses and learning outcomes at MSUB. **10 points**

Outcomes and Impact. Are the outcomes and impact clear? Are they attainable within the period of the proposal? Does the proposal include a revised or new syllabus, changes to current courses, use of international partner faculty and university for research and teaching, or other discipline-specific outcomes? How will the proposal affect the students in support of their global learning? **15 points**

Plan of Work and Timeline for Completion. Does the proposal include a detailed timeline/plan of work that identifies major milestones/activities? Is the timeline realistic and achievable? Is it clear that there is a lead person for each activity? **10 points**

Course Outline or Syllabus Does the proposal contain a course outline or a full course syllabus? Does the draft course outline or syllabus follow MSUB guidelines for syllabi? Are Global Learning Outcomes explicit in the syllabus? **10 points**

Plan of Operation. Does the proposal include a plan or operation to carry out the major tasks involved in executing the project? Is it feasible and achievable? How will effectiveness be measured? **10 points**

International Partners: Does the proposal identify an university partner that will be visited by the faculty. Is the partner and country appropriate for the goals of the proposal. Proposals with East Asian partners will be awarded 1 additional point. **5 points**

Student Learning Outcomes: Does the proposal include examples of Global Studies Learning Outcomes and how they will be taught in the classroom? How will student learning will be measured. **10 points**

Dissemination Plan: Does the proposal include a dissemination plan and explain how the project will lead to the university's broader strategic goals. Is there discussion of how the faculty could share project outcomes at MSUB or other events? How will the wider university community benefit from the program? What events are planned to disseminate the learning and experiences abroad to the wider community, especially current MSUB students? **10 points**

Budget: If awarded, the faculty member will receive \$6,000 for the project. Does the budget seem appropriate for the goals of the UISFL program? Will the funding be sufficient in itself to achieve the goals? Are all expenses reasonable and allowable according to MSUB practice. **10 points**

Reporting & Awardee Requirements:

All recipients must submit a final written report summarizing the results achieved by the project as well as an account of the funds spent. Suitable records and accounting for project expenditures must be maintained and submitted to OIS at the end of the project period.

Addendum 1: International Travel Requirements

Travel Arrangements

Faculty are responsible for making all travel arrangements through their department following the Montana State University System and MSUB travel guidelines. Depending on the nature of the proposed activity, IRB may be needed. Approvals are not required at the time of application but must be secured before any research involving humans. Failure to secure IRB approvals may delay project implementation and expenditures

All international travel must adhere to the MSUB International Travel Policy.

A Travel Authorization and Request for Travel Advance Form must be completed and approved prior to the travel date. A travel expense voucher and/or Banner Payment Authorization must be completed to receive reimbursement.

All travel using grant funds must also be approved by the Department of Education. OIS will assist in submitting this request 90 days before expected travel.

COVID-19

International travel to countries rated Centers for Disease Control and Prevention (CDC) Level 4 is prohibited, per the May 2021 OCHE Guidance. Therefore, all international travel connected to

the Proposal should be planned with this in mind. Travel to countries rated Department of State (DOS) levels 3 or 4 or CDC level 3 are required to petition permission for travel from the MSUB International Travel Review Committee (ITRC) by submitting a risk management plan with enhanced COVID-specific risk mitigation and contingency plans with final approval by the Provost. [Learn more about the MSUB International Travel Policy.](#)

If feasible, grant funds should be used completely by the end of 2024, if at all possible. If the travel component of the grant cannot be completed by this time, extensions into 2025 may be considered. Grant funds can be used to pay for international travel, accommodations and meals, research support, materials, and other related items. Proposals must include a detailed budget and timetable of activities.

Addendum 2: International Partner Universities

MSUB has strong partnerships around the globe, with which we have exchanged a multitude of students and faculty. Competitive proposals will seek to build upon an existing university relationship. OIS will assist faculty in making all arrangements and communicating with these partners.

[See a comprehensive list of MSUB's partner universities abroad.](#)