

International Education Support Fund for Faculty

The International Education Support Fund for Faculty has been established to support faculty members engaged in the development of international education opportunities. The intent of this fund is to be a catalyst for new initiatives; it is not meant to fund existing or on-going activities. All activities must contribute to the internationalization efforts at Douglas College, a priority identified in the Strategic Plan.

I. Criteria for Funding

- a) The planned international activity (hereinafter referred to as “Activity”) must be consistent with the Faculty Tactical Plan and the internationalization of Douglas College as outlined in the Strategic Plan. The Activity must be supported by a letter from the relevant Dean to be included as part of the application. Applicants are encouraged to discuss their proposal with their Deans and subsequently with Douglas International prior to application submission.
- b) Activities directly related to creating international learning experiences for Douglas College students should be in one of the following forms: **Field Schools, Student Exchanges, Internships, Practica, Service Learning and Collaborative/Joint Programs**. A detailed proposal must be included with the application. The proposed project is required to start within 12 months following the date of funding support.
- c) If the Activity involves a visit to an existing partner institution, funding will only be considered if there is an identified new opportunity to expand or build on the program in accordance with Douglas College’s strategic direction.
- d) If the Activity is related to the development of potential joint programs/curriculum or academic research projects between Douglas College and a partner institution, a complete concept paper and feasibility study must be approved by the relevant dean and the Manager of International Contracts & Projects prior to submission as part of the application.

II. Funding preference will be given to faculty members whose faculty has not previously received financial support from Douglas International.

III. Range of Awards - \$500 to \$2500

Douglas International will fund such expenses as travel, accommodations and per diem providing that they are of a reasonable amount and directly related to the proposal. Should this fund be insufficient to cover all expenses accrued, the applicant is encouraged to seek other sources of financial support. Funding is limited and awards are normally granted to the same faculty member no more than once every three years. Awards are payable upon submission of original receipts. Award holders are to follow Douglas College travel allowance policies. A budget must be submitted where all allowable expenses are identified.

IV. Application Eligibility and Deadline

All regular faculty are eligible to apply for funding. Application deadline may vary due to changes in priorities of international education and funding availability. For this call, applications are to be submitted by **Friday, February 25, 2011**. Notification of award will be confirmed shortly after Friday, March 18, 2011.

V. Management of Fund

Applications and proposals for funding will be evaluated by a Committee consisting of,

- a) Associate Vice President, Douglas International; or delegate
- b) Vice President, Education; or delegate
- c) Associate Vice President, External Relations; or delegate
- d) Scholarly Activity Coordinator

The Committee will be chaired by the Associate Vice President, Douglas International.



INTERNATIONAL EDUCATION SUPPORT FUND FOR FACULTY

APPLICATION FORM

Part A: Faculty Information

Name:	Department:
Email Address:	Office Phone Number:
Employment Status: Full-Time Regular? Part-time Regular?	Years of Employment at Douglas College:

1. Have you received an award from either the Faculty Scholarly Activity Fund or the International Education Support Fund for Faculty before? YES NO

If yes, please describe the activity:

2. Are you currently on education leave? YES NO

If you are, please describe your education leave project:

3. Please list the courses you are currently teaching by semester for this academic year:

a) _____

b) _____

c) _____

4. Please describe briefly any related international experience you may have had in a study abroad program as an instructor and/or supervisor of students, or any involvement in academic activities with international relevance (up to half a page in length):

Part B: Proposal Submission

Please provide the following information:

1. a description of your Activity
2. how your proposed activity relates to the Faculty Tactical Plan
3. how your proposed activity relates to Douglas College's Strategic Plan
4. the work/planning you have done on this project to date
5. the results you expect from your proposed international activity(ies)
6. how this project may benefit your students, your faculty and the college in general.
7. your proposed timeframe with an action plan (detailed itinerary)
8. an analysis of **cost and risk** involved in the proposed program/activity
9. evidence of interest from any proposed partner institution
10. a letter of support from your Dean
11. a short bio of yourself (less than 1 page)

Please submit application by Friday, February 25, 2011 to Douglas International, Room 2800, New Westminster Campus, Attention: Dr. Betty Mitchell, or email to mitchelle@douglas.bc.ca.