

International Support Fund for Administrators and Staff

The International Support Fund for Administrators and Staff has been established to support administrators and staff at Douglas College to engage in the development of initiatives to further the college's internationalization strategy (Section 3.1 of the 2010-15 Strategic Plan). The intent of this fund is to be a catalyst for new programs and/or services that will further the international experience of domestic students or facilitate the engagement of international students. This fund it is not meant to fund existing or on-going activities.

I. Criteria for Funding

a) The planned international activity (hereinafter referred to as "Activity") must be consistent with achieving one of the "Core Strategies" listed in Section 3.1 of the Douglas College Strategic Plan 2010-2015. The Activity must be supported by a letter from the relevant Executive, Dean or Director to be included as part of the application. Applicants are encouraged to discuss their proposal with their department/faculty and subsequently with Douglas International prior to application submission.

b) Activities must be related to at least one of the following areas: **partnership/pathway building, international services or support systems, project development, professional exchanges and professional development (conferences are not eligible)**. A detailed proposal must be included with the application. The proposed initiative 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 projects, partnerships, or pathways between Douglas College and a partner institution, a complete concept paper with required faculty or departmental approval must be part of the application.

II. Funding preference will be given to administrators and staff who have not previously received financial support from Douglas International.

III. Range of Awards - \$500 to \$2000

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 applicant 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, full-time administrative and staff employees are eligible to apply for funding. Faculty should apply for an International Education Support Fund for Faculty. For this call, applications are to be submitted by **Monday, March 14, 2011**. Notification of award will be confirmed shortly after Friday, March 25, 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, Educational Services or delegate;
- c) Vice President, Academic or delegate.

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