

# Undergraduate International Studies And Foreign Languages (UISFL)

*Request for Proposals to NWC Faculty*



## INTERCULTURAL PROGRAMS

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### Request for Proposals to NWC Faculty

In August of 2020, the Office of Intercultural Programs (OIP) at Northwest College and the Office of International Studies at Montana State University Billings (MSUB) in Billings, MT, were awarded a multi-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 a focus on the East Asian countries of China, Japan, and Korea.

OIP and OIS are managing a competitive process to award 9 UISLF Course Development Travel Grants of \$6,000 each to NWC and MSUB faculty. In 2021, we awarded 5 grants total (3 to NWC faculty and 2 to MSUB faculty), but in 2022 and 2023 we expect to award 9 grants each year.

#### **Description**

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

- 1) The development of faculty expertise in international studies with a preference given to East Asian Studies (China, Japan, and Korea);
- 2) The development of Global Studies courses and learning outcomes at NWC and 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 provide NWC with an opportunity to design and implement a Global Studies Certificate that NWC students could obtain after taking a certain number of classes that qualify as "Global Studies" courses. It is expected that all courses developed by this program would fall into this category, and therefore would attract students interested in earning this certificate. The funds 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 this Global Studies Certificate Program at NWC a possibility while also making it truly interdisciplinary so that students at NWC have an opportunity for global engagement.

#### **Eligibility**

All full-time, tenured, or tenure-track faculty at NWC are encouraged to apply. In addition, full-time staff on Letters of Appointment with scholarly/research expectation may apply as long as their work is directly connected to teaching and learning on campus.

#### **Deadline for Submissions of Proposals**

NWC faculty should submit their final proposals by March 21, 2022 to the Office of Intercultural Programs (ORB 111). Final proposals can also be emailed to Amanda Enriquez ([amanda.enriquez@nwc.edu](mailto:amanda.enriquez@nwc.edu)) or Kara Ryf ([kara.ryf@nwc.edu](mailto:kara.ryf@nwc.edu)).

#### **Application Narrative**

Applications 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. Cover page, budget spreadsheet, Bibliography / Works Cited, and supplementary materials are not subject to the page limit. Faculty Proposals should consist of the following sections:

1. **Description of Project Goals and Objective:** Clearly state the goals and objectives of the proposed project in non-jargon terms that will allow a range of faculty from outside 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 UISF goals:
  - a. The development of faculty expertise in East Asian Studies (China, Japan, and Korea); and
  - b. The development of Global Studies courses and learning outcomes at NWC.
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.
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 21/22 academic year or may continue into the 22/23 year.
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). OIP and OIS will assist in establishing contact with colleagues and administrators at the MSUB international partner universities. Please contact OIP for more information.
9. **Student Outcomes:** Provide examples of Global Studies Learning Outcomes and how they will be taught in the classroom and student learning will be measured.
10. **Dissemination Plan:** Explain how the project will lead to NWC'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 NWC event or another appropriate event.
11. **Budget:** There will be \$6,000 awarded per project. Once the budget (see the link to the budget template on the UISFL website) 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 the budget 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/or the Vice President for Academic Affairs must sign that they are aware and support the proposal. If they chose, they may provide a letter of support.

### **Selection Process**

A selection committee, led by NWC faculty and staff, will determine which proposals are funded each year. We expect to notify successful applicants by April 11, 2022. The OIP will manage the process, collect all proposals, answer questions, lead sessions (see schedule on OIP website), and announce winners.

### **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 OIP at the end of the project period.

**For more information on the UISFL grant or the UISFL grants for faculty, please stop by the OIP (ORB 111) or contact:**

*Amanda Enriquez – Intercultural Program Manager*  
Email: [amanda.enriquez@nwc.edu](mailto:amanda.enriquez@nwc.edu)

## **Addendum 1: International Travel Requirements**

### **Travel Arrangements**

Faculty are responsible for making all travel arrangements through their department. Approvals are not required at the time of application but must be secured before any research involving humans.

### **COVID-19**

It is understood that there is a moratorium on international travel until further notice. Therefore, all international travel connected to the Proposal should be planned with this in mind. Grant funds should be used completely by the end of the second year of the grant (Sept. 30, 2022) if at all possible. If the travel component of the grant cannot be completed by this time, extensions for 2023 will be considered. Grant funds can be used to pay for international travel, accommodations and meals, research support, materials, and other related items. Proposals should include a budget and timetable of activities.

## **Addendum 2: International Partner Universities**

MSUB has strong partnerships around the globe, with which they have exchanged a multitude of students and faculty. Competitive proposals will seek to build upon an existing university relationship. Due to the framework of the UISFL grant, preference will be given to proposals that focus on East Asia (China, Japan, and Korea). The Office of Intercultural Programs at NWC and the Office of International Studies at MSUB will assist faculty in making all arrangements and communicating with these partners.

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