



Global Engagement International Work Opportunity Grant - General Application

Program Guidelines

*** The following Program Guidelines apply to the Global Engagement - International Work Opportunity Grant General Application (does not apply to WUSC's Corporate Volunteer Program). If you are interested in applying for a grant to support an International Work Opportunity through the Corporate Volunteer Program, please see our website, here:**

<https://international.viu.ca/global-engagement/global-engagement-grants>.

Purpose

The **Global Engagement International Work Opportunity Grant** is designed to engage VIU faculty and staff in high quality international workplace-based experiences that fulfill the following objectives set out in the International Education Strategic Plan to:

- Foster global literacy among VIU employees, building intercultural skills, and insight into international students' experiences.
- Deploy the skills of VIU employees to address a specific, carefully defined interest or opportunity put forward by an ongoing or new strategic partner, thereby contributing to the fulfillment of our partnership commitments.
- Further VIU's internationalization goals.
- Contribute to the objectives of VIU's Academic Plan, specifically to:
 - Attract and retain faculty with expertise that supports the institutional vision.
 - Promote awareness of global cultures, issues and conditions and the role played by the region nationally and internationally
 - Build relationships with local, national and international organizations, alumni and friends that contribute to the reputation and success of the University
 - Enhance support for faculty scholarship and professional development

Eligible Activities

Funding will be considered for proposals from VIU faculty and staff who seek to pursue short-term international work or volunteer placement opportunities that support development projects. The placements will take place in the workplaces of our partner organizations or institutions, or through a reputable international volunteer placement program, in which VIU is participating, including WUSC's Corporate Volunteer Program. Please consult with VIU's Global Engagement office for a list of current international project partnerships.

Eligible activities within the partner workplace may include:

- Instruction
- Administrative support
- Facilitation
- Assessment
- Monitoring and evaluation
- Sharing best practices
- Communications and Marketing
- Student Services
- Information Technology
- Other activities that the host organization requests

Prospective applicants are encouraged to consult with Global Engagement staff, who will facilitate communication with existing partners and seek out opportunities that are beneficial to the partner organization. Alternatively, VIU employees may apply for a volunteer position within WUSC's Corporate Volunteer Program (via the separate application), or they can propose international workplace experiences that they initiate through their own networks.

Placements must be:

- Safe and accessible
- With a partner or organization identified as important to VIU, including Uniterra's Leave for Change program
- A minimum of two weeks in duration
- Suitable for a candidate with expertise that would likely be available within the VIU community, including language and workplace skills
- An experience which is likely to be well supported by the host and result in benefits to the host and to the participant

Who can apply?

Applicants must be regular employees of VIU, with a CUPE, VIUFA, BCGEU or ADMIN affiliation. Employees must have a 0.5 FTE appointment at minimum. At this time we do not accept applications from temporary, casual, adjunct, retired or associate employees.

Applicants who have received a grant under this program in the past will be given a lower priority for funding.

Application Deadlines & Program Budget

Round	Deadline	Eligible Travel Dates	Total Funds Available
1	September 30	November 1 - March 31	\$10,000
2	February 28	April 1 – December 31	\$10,000

Grant Amounts

Grants are available to a **maximum of \$5,000 per proposal**. Please do not apply for more than this amount.

Grant Deferral

Grants must be used in the prescribed time period and cannot be deferred. Applicants who wish to travel at a later date outside the eligible travel dates must re-apply in a future round of funding.

Eligible Costs

Funds could be used to cover the following:

- Cost of travel to the placement country
- Local transportation in the placement country
- Food and accommodation
- Placement fees and related expenses, if applicable

Cost-Sharing

VIU employees are expected to contribute some portion of the costs from Professional Development funds, faculty or departmental funds, or a personal contribution, including use of vacation, professional development or other approved leave during which to pursue the placement. Budgets for each placement may be customized – in some cases the host may be in a position to cover some costs. Applicants are encouraged to pursue other funding sources as well.

Application Process

Please complete an application form. Due to the volume of applications, **please respect word count limits** and **attach any supporting documents**.

Submit your application form, with your Dean or Director's signature and comments, to **International Education** (IEAVP@viu.ca), before the deadline. **Note:** Electronic signatures are permitted.

Selection Process

All applications received by the deadline will be reviewed by a committee chaired by International Education, and made up of faculty and staff representing departments from which there are no applications. The committee will use the following criteria, supplemented from time to time with specific internationalization goals the university is pursuing at the time of decision.

Priority Applications:

1. Applications that propose a work placement with an existing VIU international partner (priority given to partners in the Global South).
2. Applications from faculty or staff who have not to date been involved in the host project or partnership.
3. Applications from faculty or staff in areas or departments that have not to date been formally involved with internationalization.
4. Applications from applicants that have not had funding recently (within the past three years).
5. Applications for programs or projects that can be replicated, and where project results will be shared within and/or outside the institution.
6. Applications from new faculty members or instructors.
7. Applications that support a department's internationalization goals.
8. Applications where clearly articulated expected outcomes are not only highly impactful, but likely to occur.

Applications with the following characteristics will be afforded a lower order of priority:

1. Applications from individuals who did not complete reports or participate in post-grant public engagement activities from Global Engagement Grant funding.
2. Applications from individuals who have received multiple allocations under this or other International Education grant opportunities.

Other Requirements

In order to build their intercultural fluency and be successful in their international work opportunity, to share their learning and promote VIU's internationalization efforts across campus, successful applicants will be required to:

- Develop intercultural learning goals chosen by the applicant in consultation with International Education.
- Submit a written report of activities and outcomes to International Education within three (3) months of completion of grant activities. The report will describe the activities and evaluate the contribution to the host partner and to internationalization at VIU. This report will be uploaded to the Internet for public viewing.
- Share their experiences and learning with the VIU community during an activity that the recipient will organize in collaboration with International Education, most likely during WorldVIU Days in November or Global Citizens Week in February.
- Represent their employee group on a future grant selection committee, if requested.



Global Engagement *International Work Opportunity Grant* General Application

Application Form

Instructions: Please complete this application, sign it and have your Dean or Director sign it (Note: Electronic signatures are permitted). The signed application must be received by International Education (IEAVP@viu.ca), by the deadline.

Name:

Faculty or Area:

Employment Affiliation

BCGEU VIUFA CUPE ADMIN

I am a regular employee of VIU (not term, temporary or casual) with at least a 0.5 FTE appointment.

Previous Funding

I have received a **Global Engagement *International Work Opportunity Grant*** in the past. I used the grant.

Year: _____ Purpose: _____

I have received a **Global Engagement *Program Development Grant*** in the past. I used the grant.

Year: _____ Purpose: _____

I have received a **Global Engagement *Travel Grant*** in the past. I used the grant.

Year: _____ Purpose: _____

Dates of Travel (MM/DD/YY):

to

Proposed Activities

1. Summarize what you plan to do and **how it relates to the program goals**. This brief summary will be uploaded to the Internet for reporting purposes if you are a successful applicant. (25 words maximum)

6. Describe any planning, relationship-building or research you have done to prepare for your proposed activity. Include any involvement with VIU's on-campus International Education activities. (100 words maximum)

7. What supports are in place to ensure that your contribution to the host organization will benefit both you and the host organization? (100 words maximum)

8. How do you plan to share or disseminate your learning? (200 words max)

9. Please attach a Letter of Support from the proposed Host Organization or facilitating placement organization and a brief work plan.

Budget

Expense	Amount	Explanation
Airfare		
Other Transportation		
Per diems/meals		
Accommodation		
Other (describe)		
<i>Total expenses</i>		
Revenue		
Amount, if any, of own funds or Pro D funds you will use		
Other VIU funding (Travel and Scholarly Activity, Research Funds, etc).		
Other Funds		
<i>Total Revenue</i>		
Amount requested (Maximum \$5,000)		

Commitment

- I will use any funds provided by this program only for the proposed activities described above.
- I agree to identify intercultural learning goals and develop a personal development plan to meet those goals in consultation with International Education.
- I agree to submit a written report of my activities and outcomes to International Education within three (3) months of completion. The report will describe the activities and evaluate the contribution to internationalization at VIU. I understand that my report will be uploaded to the Internet for public viewing.
- I agree to share my experiences and learning with the VIU community during an activity that I will organize in collaboration with International Education, most likely during WorldVIU Days in November or Global Citizens Week in February.
- I agree to represent my employee group on a future grant selection committee, if requested.

Applicant's Signature: _____ Date: _____

Dean or Director's Approval

- I have reviewed this proposal and support it.

Comments: _____

Approval Signature: _____ Date: _____