



Global Engagement *Travel Grant*

Program Guidelines

Purpose

The **Global Engagement *Travel Grant*** is designed to assist VIU faculty and staff to explore or develop international teaching and learning opportunities at VIU. The activities must clearly benefit the VIU community.

Program Goals

The goals of the **Global Engagement *Travel Grant*** are to help faculty, staff and instructors to participate in international activities that:

1. Contribute to the internationalization efforts at VIU.
2. Link an international experience with the tasks assigned with your position.
3. Develop a better understanding of one or more of the cultural groups with whom you interact in your classroom or area.
4. Contribute an international perspective to the wider campus community.
5. Enhance your position and your international understanding for the benefit of the university community.
6. Enhance international understanding amongst students, staff, faculty and instructors.
7. Build on or enhance the current or planned internationalization, teaching and learning in your faculty or area.

Eligible Activities

Funding can be used to pay for eligible travel expenses to:

1. Do research and preparatory activities to design a field school.
2. Develop new partnerships that will lead to the development of a field school, exchange or other possibility for student education abroad.
3. Evaluate or monitor existing partnerships, such as to monitor exchange partnerships where VIU has not evaluated that partner in the past.
4. Participate in a field school as an administrative leader or to gain the necessary experience to lead one in the future (applications will not be considered from faculty/staff whose attendance in a field school is a required feature of the program – these costs must be built into the field school budget).
5. Participate in a teaching exchange or short-term visit for professional development between colleagues in the same job from an overseas institution. This will need to be mutually supported with the exchange partner.
6. Participate in international conferences where the intent/content of the conference will focus on international perspectives. Preference will be given to those presenting at conferences that have specific application to VIU's internationalization initiatives. Preference is also given to conferences taking place in the global South.
7. Provide needed expertise to enhance the success of one of VIU's existing international development or capacity building projects.

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 Process

Please complete an application form. Due to the volume of applications, please **respect the word count maximums** and **do not 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.

Application Deadlines & Program Budget

Round	Deadline	Eligible Travel Dates	Total Funds Available
1	September 30	November 1 - March 31	\$17,500
2	January 31	April 1 – October 31	\$17,500
3	April 30	June 1 - October 31	\$5,000

Grant Amounts

Grants are available to a **maximum of \$2,500 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.

Selection Process

All applications received before 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 from faculty, staff or instructors in areas or departments that have not to date been involved with internationalization.
2. Applications from applicants that have not had funding recently (within the past three years).
3. Applications that benefit a large number of students and colleagues or that will have residual benefit over time.

4. Applications for programs or projects that can be replicated, and where project results will be shared within and/or outside the institution.
5. Applications from new faculty members or instructors.
6. Applications that support a department's internationalization goals.
7. 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 on previous funding.
2. Applications from individuals who have received multiple allocations under this or other International Education grant opportunities.

Other Requirements

In order 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 one (1) month of completion of grant activities. The report will describe the activities and evaluate the contribution 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 *Travel Grant*

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 and Relationship:

CUPE BCGEU ADMIN VIUFA

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 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:

Proposed Activities

Dates of Travel (MM/DD/YY): _____ to _____

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):

2. Describe what you want to do – when, where, and what? (200 words maximum)

3. Describe the 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. (200 words maximum)

4. Describe how your proposal will support internationalization at VIU. (200 words maximum) ***Be sure to identify the specific eligible activities you plan to undertake as outlined in the “Eligible Activities” section of the Application Guidelines (please include eligible activity # for easy reference).**

5. Describe how your proposal will contribute to the work of your department or area? (200 words maximum)

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

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 \$2,500)		

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 one (1) month 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 organized by 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: _____