

# LOCAL TO GLOBAL INTERNATIONAL FIELD SCHOOL DEVELOPMENT AND SUSTAINABILITY FUND

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## OVERVIEW

TRU World has received Strategic Investment Funds for a three-year pilot. We are able to use some of this funding to support TRU's study abroad initiatives. The "Local to Global" International Mobility Field School Development Fund aims to support the development and deepening of innovation and robust global focused initiatives.

### Purpose and Goals:

The goal of this development fund for international field schools is to assist faculty, with the development of High Impact Practices activities.

The Local to Global International Mobility Field School Development fund includes:

- International Field School program development
  - Contribute to and expand ongoing Field School initiatives or providing a refresh of course and program design, location and delivery
  - Collaborations with key institutional partners or in key countries and regions
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## ELIGIBILITY

All faculty who wish to develop and lead TRU's international field schools, and who have received prior approval from their deans for such activity.

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## APPLICATION PROCESS, DEADLINES & BUDGET

Complete an application form.

Submit your application form, with your Dean's signature and comments, to [studyabroad@tru.ca](mailto:studyabroad@tru.ca) before the deadline.

**Note:** Electronic signatures are Acceptable.

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### Application Deadlines & Program Budget

Round	Deadline Date	Eligible Travel Dates	Total Funds Available
1	Oct. 15, 2019	November 1, 2019 – March 31, 2020	<b>\$50,000.00</b>

Funding amounts are available to **a maximum of \$5000.00 per proposal**. Please do not apply for more than this amount.

Funding 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.

This funding is not intended to serve as a substitute for major grants from outside funding agencies. It is expected that funding will “seed” projects and field school program development for expanding HIP’s within the GE.

Funding can be used to pay for:

- Research and preparatory activities to design a field school
- Develop new partnerships that will lead to the development of a field school or other possibilities for student education abroad
- Evaluate or monitor existing partnerships such as to monitor where TRU has not evaluated a location in the past
- 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)
- Participate in a short-term visit for professional development between colleagues in the same job from an overseas institution or partner. This will need to be mutually supported with the partner school.
- Provide needed expertise to enhance the success of TRU’s existing international field school, clinical and practicum development, or capacity building projects

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## CRITERIA and SELECTION PROCESS

### Criteria for evaluation:

1. Overall goal and description of initiative
2. Alignment with faculty and Institutional Strategic Priority (Advancing the University’s Goals)
  - Which priorities are being supported along with high impact practices four themes
3. Program feasibility and popularity / Market Analysis
  - Inputs of people (cohort, inter-disciplinary), resources, and content
  - Outputs of participation, faculty engagement, reports and communications
4. Outcomes
  - Short-term outcomes increasing international mobility activities, student engagement, faculty mentoring and training
  - Intermediate outcomes academic achievement increased faculty engagement, data and analysis
  - Long-term outcomes increased student engagement and success, graduate attributes and employment, culture changes
5. Financial viability with estimated budget
  - Direct and indirect
  - Program to fall within student budgets, meet wide audience need, consider tuition shortfall revenue if not enough participants, and cost recovery model.
6. Risk Assessment
  - Degree of risk based on environment/geographical, political, intercultural and access to emergency and government in-country services.

All applications received before the deadline will be reviewed by TRU World.

**Priority Applications:**

- Applications from faculty or instructors in areas or departments that have not to date been involved with International mobility field school programs
- Applications from applicants that have not had funding recently and/or in the previous year (within the past three years)
- Priority given to field school programs that are inclusive, open to students from all faculties and year levels
- Applications that benefit a large number of students and colleagues or that will have residual benefit over time.
- Applications from programs or projects that can be replicated, and where project results will be shared within and/or outside the institution
- Applications from new faculty members or instructors.
- Applications that support a departments internationalization and Indigenization goals in keeping with the HIP's theme areas and SOAR within the GE.
- 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:**

- Applications from individuals who did not complete reports on previous funding
- Applications from individuals who have receive multiple allocations under this or other International Mobility funding opportunities.

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## SUCCESSFUL CANDIDATES REQUIREMENTS

In order to share their learning and promote TRU Internationalization and Indigenization efforts across campus, successful applicants will be required to:

- Development International Field School learning goals chosen by the applicant in consultation with the TRU Study Abroad Mobility Office
- Submit a written report of activities, reference how funds aided and contributed, steps taken to establish, reasons for its failure, and any plans to establish related activities based on outcomes to the TRU Study Abroad Mobility Office within three months of completion of funding activities. The report will describe the activities and evaluate the contribution to HIP for their program area and TRU. This report will be uploaded to fund for future public viewing.
- Share their experiences and learning with the TRU community during an activity that the recipient will organize in collaboration with TRU Study Abroad Mobility Office, most likely during IDays or to specific Institutional Committee and workshops provided by the Centre for Excellence in Learning and Teaching.
- Represent their employee group on a future grant selection committee, if requested.
- Share a narrative testimonial with images to be included within the annual report.

## Application Form

**Instructions:** Please complete this application, sign and have your Dean sign. (note: Electronic signatures are permitted). The signed application must be received by the **Study Abroad Office** at [studyabroad@tru.ca](mailto:studyabroad@tru.ca) , by the deadline date indicated.

Name: \_\_\_\_\_ Faculty or Area: \_\_\_\_\_

### Proposed Activities

Dates of Travel (MM/DD/YR) \_\_\_\_\_ to \_\_\_\_\_

1. Summarize what you plan to do and how it relates to the program / faculty goals. This brief summary will be uploaded for reporting purposes if you are a successful applicant. (50 words maximum)
2. Describe what you want to do – when, where, why 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 TRU’s on-campus Internationalization and Indigenization Mobility activities (200 words maximum)
4. Describe how your proposal will support the HIP’s and SOAR goals within the GE, institutional and program strategic priorities. (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.
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 maximum).

### Budget Funding Proposal -

Expense	Quoted Amount	Actual Amount	Explanation
Airfare			
Other transportation			
Per diems/meals			
Accommodation			
Other expenses (describe)			
Total Expenses			
Revenue	Quoted Amount	Actual Amount	Explanation
Amount, if any, of own funds, or Pro D funds you will use			
Other TRU Funding (Travel and Scholarly Activity, Research Funds, etc.			
Total Revenue			
Amount Requested (Maximum \$5000.00)			

**Commitment Agreement:**

- I will use any funds provided by this program only for the proposed activities describe above
- I agree to identify interculturalization and indigenization goals and develop a personal development plan to meet these goals in the consultation with the TRU Study Abroad Mobility Office.
- I agree to submit the written report of my activities and outcomes to the TRU Study Abroad Mobility Office within three (3) months of completion. The report will describe the activities and evaluate the contribution to internationalization and indigenization at TRU. I understand that my report will be uploaded for public viewing.
- I agree to share my experiences and learning with the TRU community during an activity organized by the TRU Study Abroad Mobility Office, most likely during IDay's, Teaching Colloquium, Centre for Excellence in Learning and Teaching Workshops,
- I agree to represent my employee group on a future grant selection committee, if requested.

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dean or Directors' Approval:** \_\_\_\_\_

I have reviewed this proposal and support it.

**Comments:** \_\_\_\_\_

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**Approval Name (Print):** \_\_\_\_\_

**Approval Name (Signature):** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix A: Criteria Worksheet

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### Local to Global International Field School Development and Sustainability Worksheet:

<b>Title of Proposed Program</b>	
<b>Name of Authors of Proposal</b>	

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**Program Rationale:** provide a brief outline of the rationale, benefits and scope of the program by addressing each of the criteria below.

**Introduction/Preamble:** (limit of 300 words) Provide a brief description in general terms the nature of the course and any aims/goals/objectives to support this proposal.

**Faculty Strategic Priorities potential:** (limit of 100 words) specific to faculty strategies

**TRU Strategic Priorities potential:** (limit of 100 words) alignment between Faculty and TRU Strategic Priorities

**Educational value:** (limit of 200 words) Purpose to travel to destination in order to complement the academic purpose for the awarded credits.

**Outcomes :** (limit of 200 words) Short-term, Intermediate and Long-term Outcomes such

**Potential popularity:** (limit of 200 words) must be cost recovery including award and travel, through tuition generation by student participation. Therefore, necessary to maximize student registration into the program to broadly target students in different program areas for success or cohort based.

**Target Participants:**

**Interdisciplinary or Cohort:**

**Financial viability:** (limit of 200 words) Program to fall within student budget for success to recruit participants, meet wide audience need, consider tuition shortfall revenue if there are not enough participants, and cost recovery model.

**Approximate Budget:** (budget example included above and all included Appendix B.)

**Degree of Safety:** (limit of 500 words) Recommend site visit for itinerary development including accommodation, institutional, demographic and infrastructure of facilities, transportation, meal planning. For all undergraduate student travel to a destination, it is important to remember if there is a HIGH risk rating for the destination(s) of your program, an explanation must be provided to why this particular location should be used in lieu of an alternate and more moderately rated.

**Considerations for planning:**

- Signed agreements in place (exchange partner versus no exchange partner)
- Alternate contingency planning based on risk management and safety issues
- Intercultural considerations for region and planning
- Political conditions as related to stability of the locations within the host destination the group will visit
- Any environmental/geographic risks or conditions. Any health or medical concerns to the location. Accessibility to sites and measures taken for safety. Will extensive medication and immunizations be required?
- Degree of risk for being injured or contracting a disease when participating on program, What are the personal security risks relevant to the location and how will they be managed Any other known potential risks that may impact the program

In the space below, provide detailed information based on the above considerations:

**Safety details here:**

**Promotion and Recruitment:** (limit of 200 words) budget item, print, social media, webpage, information sessions:

- Information Sessions to be delivered throughout Fall semester, Participation and promotion during key campus events
- Faculty champions along with program advisors
- Web based includes: Facebook, ACM, Newsroom MarComm, CCTV's
- Paper based includes: posters, flyers, detailed information sheets, applications

**Will the program attract students from the university campus and/or other universities and colleges?**  
Yes.....

**Provide a marketing strategy for the activities you will undertake:**

Any additional comments, details such as Key Performance Indicators, concerns:

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