



## UIW FACULTY-LED STUDY ABROAD GRANT APPLICATION

**Purpose: The Faculty-Led Study Abroad Grant Fund was established to provide partial support for faculty-led Study Abroad programs. The goal is to encourage faculty to incorporate a study abroad component to their course(s). Applications may propose budgets for air travel, accommodations, and other related expenses. This grant is not intended for travel to conferences. Full time faculty may apply for award(s) limited to a combined total of up to \$6,000.**

**TIMELINE:** Given the time frame set forth by the yearly budget and nature of faculty-led programs, there are no set deadlines. Proposals will be reviewed as they are submitted. It is strongly recommended that faculty verify with the Study Abroad Office, **before beginning the application process**, to determine whether the grant, or a portion of the grant, has been awarded during the fiscal year. If no proposal is selected by the committee, the grant will not be awarded that year.

### Eligibility Requirements

1. Full-time UIW faculty
2. Credit bearing course(s)
3. UIW student group(s) must participate

### Requirements

The grant proposal (one copy of all documents) must include:

1. A completed application form with Dean approval
2. Proposal (maximum of 5 pages single-space)
  - a. Title of faculty-led trip/Destination
  - b. Destination of travel (specific cities and major locations)
  - c. Purpose of travel
  - d. Estimated number of students
  - e. Name of UIW Student Group(s) and significance of participation
  - f. Estimated cost of trip (per person)
  - g. Promotion prior to departure
  - h. Plan for completing Forms for Faculty-led Study Abroad
  - i. How the trip contributes toward the internationalization of the campus
  - j. Promotion of faculty-led trips upon return
3. Copy of Course Outline
4. Budget (one page)
5. Itinerary

### Judging Criteria

The Faculty-Led Study Abroad Grant Award Review Committee will select winning proposals based on the quality of the proposed program. See attached evaluation guidelines.

E-mail completed application to: Ms. Alanna Taylor, Study Abroad Coordinator  
Study Abroad Office  
International Conference Center (ICC), Office #F111  
CPO #307  
Office number: 210-805-5709  
Email: [avtaylor@uiwtx.edu](mailto:avtaylor@uiwtx.edu)



# UIW Faculty- Led Study Abroad Grant Award

## Agreement

Upon funding of submitted proposal, I agree to:

1. Accept responsibility for the professional conduct of the trip.
2. Complete and submit the Forms for Faculty-Led Study Abroad:  
<http://www.uiw.edu/studyabroad/facultystudyabroaddocuments.html>
3. Expend the funds as described in the proposal and return unused funds to the Study Abroad Office.
4. Promote Faculty-Led Study Abroad as stated on the proposal.
5. Complete the Faculty-Led process upon return.

|   |               |
|---|---------------|
| Title of Faculty-Led Group or Destination |               |
| Signature of Lead Faculty                 | Date          |
| Telephone                                 | Email address |
| Signature(s) of Co-Faculty                |               |

# UIW Faculty Endowment Fund Research Awards

## UIW Faculty- Led Study Abroad Grant Award

### UIW Faculty-Led Study Abroad Grant Evaluation Guidelines

| Destination or Title of Faculty-Led Trip |  | Highly Unsatisfactory | Unsatisfactory | Average | Satisfactory | Highly Satisfactory |
|--|--|-----------------------|----------------|---------|--------------|---------------------|
| #  | Description  |                       |                |         |              |                     |
| 1.                                       | Completed grant application  | 1                     | 2              | 3       | 4            | 5                   |
| 2.                                       | Explanation of financial need  | 1                     | 2              | 3       | 4            | 5                   |
| 3.                                       | Budget is reasonable. Budgetary items are justified                  | 1                     | 2              | 3       | 4            | 5                   |
| 4.                                       | Length of program  | 1                     | 2              | 3       | 4            | 5                   |
| 5.                                       | Preparation (time frame) of program is realistic                     | 1                     | 2              | 3       | 4            | 5                   |
| 6.                                       | Promotional activities prior to departure                            | 1                     | 2              | 3       | 4            | 5                   |
| 7.                                       | Number of academic activities planned during program                 | 1                     | 2              | 3       | 4            | 5                   |
| 8.                                       | Explanation of academic purpose and impact on participating students | 1                     | 2              | 3       | 4            | 5                   |
| 9.                                       | Number of expected student participants                              | 1                     | 2              | 3       | 4            | 5                   |
| 10.                                      | Contribution to the internationalization of the campus               | 1                     | 2              | 3       | 4            | 5                   |

**Comments:**

**Total Score:** \_\_\_\_\_

**Number of items evaluated:** \_\_\_\_\_

**Total Score divided by Number of items evaluated:** \_\_\_\_\_