



Global Engagement Office
SCHOOL OF EDUCATION
UNIVERSITY OF WISCONSIN-MADISON

**FACULTY-LED STUDY ABROAD DEVELOPMENT GRANT
AY 2019-2020**

Deadline: Funding requests should be submitted via [this Google form](#) by the last business day of the month.

Funding requests will be reviewed at the monthly Global Education Committee meetings.

AWARD OVERVIEW

The Dean's Office in the School of Education seeks to support SoE faculty and faculty associates in the development of new, for-credit, study abroad programs planned in cooperation with and administered by the International Academic Programs (IAP) office. The School of Education is dedicated to increasing short-term, faculty-led study abroad courses for our undergraduate students. Faculty-led study abroad programs offer a unique curricular opportunity for students to travel with faculty to another country and take SoE courses towards their major. This grant provides up to \$2,000 for faculty travel to an identified program site. The funds are intended to be used for air travel, accommodations, per diem expenses, and entry to museums, historical sites, etc. Additional funds can be applied for through International Academic Programs. Please reach out to Matthew Geisler (matthew.geisler@wisc.edu). Associate Director, International Academic Programs for information on their award process.

Please note:

- **Proposals will be continually reviewed until the allotted funds have been expended. Award funds are on a first-come, first-served basis.**
- Faculty-led study abroad programs are developed in cooperation with International Academic Programs (IAP) at UW-Madison. IAP is the central campus resource for running study abroad programs. Appendix A outlines "New Faculty-Led Study Abroad Programs Guidelines." Please review Appendix A for a list of steps in the development of a faculty-led study abroad program. Matt Geisler (matthew.geisler@wisc.edu), Associate Director, is the first point of contact for faculty and faculty associates looking to develop programs.
- The SoE Global Engagement Office also serves as a resource to faculty and faculty associates in the development of faculty-led study abroad programs.

Please contact Kate McCleary (mcclary2@wisc.edu) if you would like to meet to discuss a new study abroad program.

- The SoE Business Office will distribute the funding to grant recipients' departmental accounts.

ELIGIBILITY REQUIREMENTS

1. **A new, for-credit program:** This stipend is for the creation of new faculty-led, for-credit, study abroad programs to be planned in cooperation with and administered by International Academic Programs (IAP).
2. **Steps 1 and 2 of the IAP Program Guidelines:** Faculty and faculty associates requesting funding must have completed step 1 and be in progress with step 2 of the "New Faculty-Led Study Abroad Programs Guidelines" (see Appendix A) at the time of application.
3. **Letter of Support from Department Chair:** Applicants must submit a letter of support from the sponsoring department's chair. The letter should identify how the course fits with the undergraduate curriculum. This letter may be saved and used in Step 3 of the IAP new program development process. Alternatively, you may use the letter from Step 3 of the IAP process as outlined in Appendix A.
4. **Adhere to UW Madison Travel Policies:** All faculty and faculty associates who receive funding must follow UW-Madison travel policies, including booking travel through Fox World Travel, and accounting for all per diem requests as specified in the country-specific guidelines provided by UW-Madison. For more instructions on booking through Fox World Travel, please see the instructions below.
5. **Purchase CISI Insurance:** Award recipients must purchase CISI Insurance (policies are approximately \$18 for two weeks of travel). Information on enrolling in the program can be found on the UW-Madison Risk Management site at: go.wisc.edu/120t0k
6. **Submit a Report:** Upon completion of the visit, award recipients will submit a report which includes an overview of what was accomplished during the visit, and specific details on people/groups that will be central to the program, sites of interest for the program (i.e. tours, museums, potential hotels/residences, etc.), and a more detailed itinerary of the day-to-day activities of the program. As per IAP guidelines, this report is requested within 2 week of completing the trip.

APPLICATION INSTRUCTIONS

Completion of the online Google form: [Please use this link](https://forms.gle/94xjzxopPFz11gqv8) to complete the faculty-led study abroad development grant. Please see Appendix B for an overview of application requirements (here is a direct link to the form as well <https://forms.gle/94xjzxopPFz11gqv8>).

Please reach out to Kate McCleary, Associate Director, Global Engagement Office with any questions (mcclary2@wisc.edu).

BOOKING TRAVEL THROUGH FOX WORLD TRAVEL

UW-Madison professionals are able to book with Fox World Travel (<https://uw.foxworldtravel.com/>). Booking agents are also available to assist you in securing your flight. Visit the Fox World Travel link for more details.

Appendix A: IAP New Faculty-Led Study Abroad Programs Guidelines



UNIVERSITY OF WISCONSIN-MADISON INTERNATIONAL ACADEMIC PROGRAMS

301 RED GYM, 716 LANGDON STREET, MADISON, WI 53706
TEL: (608) 265-6329 FAX: (608) 262-6998 WWW.STUDYABROAD.WISC.EDU

Step 1: Program Idea Formation and Meeting with IAP

Due to the complexities involved in setting up a new faculty-led study abroad program, advanced planning is essential. Your first step is meeting with IAP. Meeting with IAP allows you to explain your program idea to us so that we can learn more about your goals and provide feedback on the idea. It is also an opportunity for us to share with you the various steps, as outlined below, of developing a new program, the IAP and UW-Madison policies that govern faculty-led programs, and to provide an overview of the services that IAP provides with respect to the development and administration of a faculty-led study abroad program. If you haven't done so by the time you have met with IAP, please read "Creating a New Study Abroad Program" <http://www.studyabroad.wisc.edu/pdf/creatingnewprogram-new.pdf> which will help focus your thoughts about new program development.

Step 2: Program Idea Vetting

Program vetting is the process IAP uses to evaluate and develop new program ideas. We take a standard, systematic approach to the vetting of any new program idea that draws on the experience of IAP staff, looking at how the new program compliments current IAP programming, and the use of best practice standards related to academics, health and safety, finances, administration, and program sustainability.

To start this process, you will be asked to submit an IAP New Faculty Led Program Questionnaire (IAP will provide you with this document when you first meet with IAP, along with a handbook of guidelines and regulations for faculty leading programs abroad) to provide us with the basic idea and outline of your program. We will continue to work with you after you submit the questionnaire in collecting other information that will allow IAP to complete a comprehensive vetting of the program.

The time to appropriately vet a program depends a lot on the specifics of the program and the complexities involved with its administration and on-site deliverables. IAP staff will manage this vetting process, and work in partnership with you to collect the necessary information to ensure appropriate development of the program. We will continue to work with you in the vetting process until it is ready to go forward in a formal proposal.

Step 3: Program Proposal

A formal proposal is developed by IAP to present to IAP's Faculty Advisory Committee (FAC). The proposal follows a standard outline that presents the key characteristics and rationale for the new program. You will need to provide IAP with the following materials for the proposal:

1. Draft syllabi for all program courses

2. CVs of all program instructors
3. Letter of support from sponsoring department's chair. Letter should confirm financial support (if any), how this program support's the department's academic mission, and approved UW courses equivalents. Letter should be on department/college letter head and signed. IAP can provide you with a letter template.

IAP may request additional information as well, and we will ask you to review the final proposal before submission to the FAC. New program proposals must be approved by the FAC before the program, including the application process, and logistical arrangements including contracts and letters of appointment, can proceed.

Step 4: Program Set-up

After a program proposal is reviewed by the FAC, and approved, IAP will work with you to set up everything that is needed to make the program available to students, including developing the program webpage, application process, marketing, and pre-departure. Information regarding those steps will be shared with you at that time and your program will have dedicated IAP staff that will assist you throughout the entire process.

Program Development Timeline

The following is presented to give you a general overview of the timeline involved in developing a new faculty led program.

Time before program	Actions
18+ months	Faculty meets with IAP to discuss initial idea
14-18 months	Faculty submits requested information to IAP to begin feasibility assessment
12 -14 months	IAP works with faculty to develop program and conducts further program vetting
12 months	Formal proposal submitted to IAP faculty advisory committee for review
10 months	Program added as IAP approved program, web site created for program, marketing to students
6-10 months	Continue marketing, pre-departure orientation meetings scheduled.
4 months	Faculty 'Program Leader' Training
2-3 months	Student pre-departure orientations

Appendix B: Faculty-Led Study Abroad Development Grant – Application Requirements

Below is an overview of the details that are requested as part of the application. The application can be accessed via <https://forms.gle/94xjzxopPFz11gqv8>.

- Applicant's name, department, campus address, campus phone, email address.
- Working title of the proposed study abroad program.
- Host city and country where the program would run.
- Anticipated start date of the program and term (example: May 2021/summer).
- Proposed dates of applicant's travel (month/year) and number of days in-country.
- Department Administrator's name.
- Funding string # connected to applicant's department.
- Short responses (maximum 250 words/question) to the following questions:
 - Why is this trip necessary for the development of your proposed study abroad program?
 - What specific outcomes do you hope to achieve during this trip (i.e. connections with partners, visits to local sites to be included as part of the program itinerary, meetings with guest lecturers, etc.).
- Brief description of budget.
- Confirmation that step 1 is completed and step 2 of the "New Faculty-Led Study Abroad Programs Guidelines" is in progress.
- Upload a letter of support from the sponsoring department's chair.