



**Global Engagement Office**  
SCHOOL OF EDUCATION  
UNIVERSITY OF WISCONSIN-MADISON

**Global Education Committee Seed Funding**  
**Call for Applications | Academic Year 2019-2020**

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The School of Education Dean's Office has provided the Global Education Committee (GEC) with seed money to encourage the development of global collaborations, research, and/or creative endeavors that will benefit students, faculty and staff in the School of Education. This allocation is not intended to support existing programs, but to develop new initiatives that will prepare our students for a world that is diverse, global, and interconnected.

The GEC is particularly interested in supporting proposals that will benefit stakeholders throughout the School rather than proposals that just benefit a few individuals, and will prioritize proposals that have the potential to lead to ongoing research or collaboration. Examples of the kind of projects that are eligible for funding or partial funding include (but are not limited to):

- Hosting a guest speaker
- Bringing a scholar to campus to work on a grant
- Piloting a component of a research project

The GEC invites proposals from faculty and staff in the School of Education that further the goal of global education within the School. The Global Education Committee will review applications at its monthly meetings beginning in October and will award funds on a first-come, first-served basis. Proposals will be continually reviewed until the allotted funds have been expended.

**PROPOSALS**

- Proposals should be brief, no more than 2 pages, and should specifically explain the proposed activities and how they will benefit multiple stakeholders and global education at UW-Madison.
- Proposals should include a budget detailing how requested funds would be spent.
- If the proposal includes airfare, please include the Concur estimate, available via: <https://uw.foxworldtravel.com> (select the "Concur" tab)
- If the proposal asks for hotel or food expenses, please refer to specific Wisconsin per diem figures, available via: <https://uw.foxworldtravel.com/rate-calculator>
- Although there is no specific dollar limit on the proposals, we anticipate funding will not exceed \$1,500 per proposal/project.

**PLEASE NOTE**

- All events/projects must take place AFTER the committee meeting date in which they are approved.
- Funds must be expended and all receipts for reimbursement submitted by June 1, 2020.
- All travel must adhere to UW-Madison travel policies, including booking through Fox World travel, and accounting for all per diem requests as is specified in the country-specific guidelines provided by UW-Madison. For more instructions on booking through Fox World Travel, please see the instructions below.
- Award recipients who will be traveling as part of the funding request 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](https://go.wisc.edu/120t0k)

In evaluating the merits of each proposal, the GEC will consider the following criteria:

- Potential contribution to diversifying a global perspective within the School of Education
- Potential for long-term research or collaboration
- The number of UW-Madison students, faculty, and academic staff who will benefit from the activity.

#### **SUBMISSION OF PROPOSALS**

- Send proposals to the Global Education email account [global@education.wisc.edu](mailto:global@education.wisc.edu). This email account is monitored by the Global Education Coordinator and Associate Director.
- Monthly deadlines for proposals are the **last business day of the month between September and April**.

#### **BOOKING TRAVEL THROUGH FOX WORLD TRAVEL**

UW-Madison professionals are able to book with Fox World Travel (<https://uw.foxworldtravel.com/>) or through one of the numbers listed below. Booking agents are available to assist you in securing your flight.

Step 1: Review available flights and prices through a travel booking website or airline website. Record the flight number and information for your preferred flights to share with a Fox World Travel agent.

Step 2: Contact a Fox World Travel UW Agent using the number below. This agent will assist you in purchasing your flight. As the research/residency award is distributed to your student account, you will need a credit card to purchase the flight. If this is a problem for you, please contact the Global Engagement Office ([global@education.wisc.edu](mailto:global@education.wisc.edu)).

Step 3: After booking your ticket, Fox World Travel will send a confirmation email. Read through the confirmation details and make sure that the travel arrangements are accurate.

Step 4: Contact Fox World Travel during your trip if you have any problems or issues with your flight.  
<https://uw.foxworldtravel.com/>

Fox World Travel Online Support:

Online Support Desk: +1-866-230-8787 (option 3)

Online Team Email: [UWOnline@gofox.com](mailto:UWOnline@gofox.com)

Fox World Travel UW Agent Team

Business Travel Center (7:00 a.m. – 7:30 p.m.)

Local Phone: +1-920-230-6467

Toll-Free: +1-866-230-8787

Agent Team Email: [UWAgents@gofox.com](mailto:UWAgents@gofox.com)