Request for Proposals for Faculty-Led Study-Abroad Programs, AY 2021-2022,

Study Abroad Allocations Committee

The Associate Provost for Faculty Success requests proposals for small grants to support UNM faculty-led study-abroad programs for academic year 2020-2021. Proposals are due by 5:00 pm MDT on November 19, 2021, with funding decisions announced in December. Note that this time table is later than usual, reflecting expectations that COVID-19 will continue to impost constraints on study abroad programs until mid-2022.

Program eligibility

Applicants must hold primary appointments as voting faculty members on UNM Albuquerque Main Campus, Law School, or HSC. The applicant faculty member(s) must commit to assuming program leadership and serve as trip leader(s) during the study abroad experience. The applicants' academic units must assume responsibility for fiscal administration of the program or obtain agreement from another unit to provide those services. In such cases, the unit providing administration must co-sign the application.

Eligible expenses

The primary purpose of funding is to make faculty-led study-abroad more affordable for students by covering certain fixed program costs. Fixed costs include costs for the faculty members who accompany the group (such as their airfare, lodging, food, airport transfers, etc.) as well as group activity costs (such as guest lecture honoraria, facilities rental, group transportation, group meals, field trips and cultural activities, etc.) See budget template for additional details. Use of funds for costs directly related to student participation is not encouraged, because individual students are eligible for other sources of support (such as Regents' International Study Grants). Faculty salary and overhead, indirect, or administrative costs are not eligible for funding.

The size of individual grants will depend upon the budget available, the number of successful proposals, as well as the target student enrollment and historical enrollments if the program has been run in the recent past.

NOTE: Programs that were previously funded for AY 2019-2020 or AY 2020-2021 and were unable to proceed because of the pandemic may reapply for supplemental funding through this process to cover costs that have increased since the initial award. In such cases, clearly indicate in the budget spreadsheet and explanation what funding was previously awarded for this program (and retained on account with the department), as well as the reasons and basis for specific additional costs expected for 2022.

NOTE ALSO: At the time of announcement of this RFP, global public health conditions remain changeable and uncertain, and US State Department travel advisories currently rate most countries as level 3 "Reconsider Travel" or level 4 "Do Not Travel." In this dynamic environment, SAAC will consider applications for any country at Level 3 or better at the time of review, with the understanding that actual permission to travel will depend on conditions in early- to mid-2022. All programs must comply with UNM Policy 2710.

Proposal requirements: All proposals must include the following five components:

A ***cover sheet*** (use template) with all required signatures, submitted as a .pdf. Electronic signatures are acceptable.

***Program Description*:** a) summary of program; b) summary of academic content; c) timeline; d) facilities used or visited in host country; e) planned roles of local facilitators (including before, during, and after study-abroad experience); f) academic and professional qualifications of trip leaders; g) general qualifications of local facilitators. For trips that have been previously offered, include a summary of past programs must include: a) number of times the trip has been completed; b) number of students previously enrolled; c) copies of student evaluations; d) description of how the program has been adjusted based upon student feedback and current circumstances; and e) a copy of the most recent final program report.

Summary of the program's intended contribution to students' academic, professional, and personal development, including: a) learning objectives for course; b) information about how course will meet learning objectives (such as syllabus, course calendar, assignments, field experiences, etc.); c) role of course within relevant degree program(s) (e.g., required course, elective course, optional course, part of multi-class sequence, etc.); d) contribution of course to departmental, college-level, and university-level academic goals; e) description of support that will be provided to students before, during, and after the international program; and f) anticipated connections of study-abroad program to prior and subsequent course content.

Health & Safety: Identify potential hazards that may be encountered in international travel and specifically in the proposed destination. Include program health and safety plan (ex: group emergency meet-up location, plan for educating students on hazards; COVID-19 precautions for students and host communities; contingency plans for handling illness, including COVID-19, of participants or leaders).

Student selection: Describe program prerequisites, recruitment plan and participant selection processes.

Budget (use, but feel free to modify, spreadsheet template). Include: a) itemized total cost of trip; b) itemized amount requested from the SAAC; c) itemized amount received, requested, or to be requested from all other funding sources; d) estimated total enrollment; e) cost per student with and without SAAC funding; f) faculty expenses with and without SAAC funding; g) justification of cost estimates; and h) explanation of expected financial administration and management.

Tip: Applicants should save the information assembled in response to this RFP. Similar information is required for the GEO program proposal, which can be accessed here.

Proposal evaluation: Proposed programs will be funded on a competitive basis, with evaluation done by the Study Abroad Allocations Committee (SAAC), which is composed of faculty and staff and serves at the charge of the Associate Provost for Faculty Success. Proposal evaluation will continue until available funds have been exhausted. Funding decisions for AY 21-22 will be communicated to applicants in December.

Successful applicants must submit a final report to the SAAC no later than September 1, 2022 (see guidelines). Applicants will not be eligible for future SAAC funding until the final report has been received.

Proposals will be evaluated based upon the following four criteria:

Academic Content (30%): a) appropriateness: The focus of the program is appropriate to the site chosen, and for the dates proposed; b) field study: The trip makes effective use of appropriate host-country contacts and/or institutions for structured experiential learning; c) length: The

length of the program is appropriate to the number of course credits; d) expectations and objectives: Learning objectives and expectations for student performance are clearly stated; e) course requirements: The program is academically rigorous and integrates a range of learning activities, such as readings, practical exercises, discussions, service learning, and performance; f) programmatic relevance: The proposed trip directly contributes to meeting the learning objectives and requirements of relevant degree program(s), as well as the broader academic mission on campus; g) cross-listed courses: For combined graduate/undergraduate courses, the distinction between the requirements for graduate students and undergraduate students is clear; h) leadership: Trip leaders and local facilitators are qualified to supervise learning and travel. The creativity of the faculty in designing the study-abroad program is an important consideration.

Budget (30%): a) appropriateness: Only necessary and reasonable costs are included in the budget; b) accuracy: Costs and enrollment estimates are justified and realistic; c) value: Proposed trip provides good value for students, and for UNM; d) accountability: The proposed program includes adequate and appropriate financial management and oversight.

Student Mentoring (20%): (not all of these criteria will be relevant to all proposals): a) orientation: The program includes appropriate orientation for students prior to departure and upon arrival that may include topics such as academic goals, health and safety issues, and host country language(s), culture(s), and society; b) ongoing support: The program provides students with continuous access to information on the host country language(s), culture(s), and society; c) personal development: The trip provides opportunities that encourage an appropriate quality and depth of personal development for students through interactions with host-country people and institutions (such as leadership training, service opportunities, experience with ambiguity and difference, or increased cultural awareness); d) professional development: The program includes appropriate opportunities for students to learn career-specific skills, to establish professional relationships, or to gain knowledge of international career pathways; e) language and intercultural development: The trip provides appropriate language and intercultural development opportunities.

Logistical Preparation (20%): a) safety: Proposed trip adequately considers potential hazards that may be encountered generally in international travel and specifically in the proposed destination. Appropriate emergency preparedness is included in the trip plan; b) amount of travel: The amount of travel proposed in the host country is appropriate considering the learning objectives, and the proposed length of the trip; c) student selection: Prerequisites, recruitment, and selection processes are transparent, fair, and consistent with general institutional standards and the specific criteria that program leaders may choose; d) recruitment: A recruitment plan that identifies likely sources of students and methods of recruitment is provided.

Proposal submission: Only electronic submissions will be accepted. Submit proposals to Dach Vann in the Provost's Office (saac@unm.edu). For questions, contact the SAAC Chair, Kristina Yu (khyu@unm.edu).

RFP for Development of New Study-Abroad Programs, AY 2020-2021
Study Abroad Allocations Committee

The Associate Provost for Faculty Success requests proposals for small grants to support UNM faculty-led study-abroad programs for academic year 2020-2021. Proposals are due by 5:00 pm MDT on November 19, 2021, with funding decisions announced in December. Note that this time table is later than usual, reflecting expectations that COVID-19 will continue to impost constraints on study abroad programs until mid-2022.

Program eligibility

Applicants must hold primary appointments as voting faculty members on UNM Albuquerque Main Campus, Law School, or HSC. The applicant faculty member(s) proposing a new study abroad program must commit to assuming program leadership, and to serving as trip leader(s) during the study abroad experience. The applicants' academic units must assume responsibility for fiscal administration of the program or obtain agreement from another unit to provide those services. In such cases, the unit providing administration must co-sign the application. Preference will be given to new study-abroad components developed by faculty with limited previous experience leading study-abroad programs.

Eligible expenses

The primary purpose of funding is to encourage the development of new faculty-led study-abroad programs by enabling interested faculty to visit possible host sites, people, and institutions; develop course materials; plan program logistics; hire assistants to help with program development; and cover other reasonable and appropriate expenses. Costs directly related to course/program development are eligible, with expenses directly related to the study-abroad component preferable to other costs. Faculty salary and overhead, indirect, or administrative costs are not eligible for funding.

Grant proposals should not exceed $4,000.

Proposal requirements: All proposals must include the following four components:

1. A cover sheet (use template) must provide:
   a) Name, position/title, department, and email of applicant
   b) Course number and course title (for established courses)
   c) Course number, course title, and anticipated decision date of appropriate curriculum committee (for proposed new courses)
   d) Proposed term, dates, and destination(s)for new study-abroad component
   e) Anticipated enrollment for the course
   f) Amount requested from SAAC
   g) Total proposed budget
   h) Statement that applicant has read, understands, and will adhere to UNM Policy 2710
   i) Signature of applicant
   j) Approval signature of chair, director, or dean of responsible academic unit

2. Proposal narrative, which must include specific information about the trip and the proposed study-abroad component: a) course number, title, and catalog description; b) number of credits for the course, with and without the proposed study-abroad component; c) relationship of proposed course to relevant degree program(s) (such as required course, elective course, optional course, part of multi-class sequence, etc.); d) learning objectives for proposed study-abroad course; e) information about how course will meet learning objectives (such as syllabus, course calendar, assignments, field experiences, etc.); and f) a brief statement of how the proposed study-abroad component enhances the course.

3. Additional information, which should address the following topics: a) Would the study-abroad component have any broader impacts at UNM or beyond?; b) What impact on course enrollment is anticipated if the study-abroad component is initiated?; c) What resources exist in the host country in terms of education, healthcare, and travel?; d) What are potential risks of visiting the proposed host communities; e) What, if any, positive impacts might the study-abroad component have on the host communities?; f) What is the approximate cost of travel to, and lodging in, the host country? Does this vary seasonally?; g) What experience does the applicant have in the proposed host country?; and h) What obstacles are anticipated to establishing the proposed study abroad component?

4. Budget, which should identify and justify costs associated with developing the proposed study-abroad component (including travel and per diem expenses). The applicant must identify specific items that may be needed, such as travel to the proposed host country, and provide cost, source for cost, and justification for every item in the budget. Faculty salary and overhead, indirect, or administrative expenses are not allowable, and the requested budget must not exceed $4,000. Information on allowable per diem rates is available in UBPPM policy 4030. The budget must also identify any other sources of funding that will be available for course development (such as departmental funds).

Proposal evaluation Proposed programs will be funded on a competitive basis, with evaluation done by the Study Abroad Allocations Committee (SAAC), which is composed of faculty and staff and serves at the charge of the Associate Provost for Faculty Success. Proposal evaluation will continue until available funds have been exhausted. Funding decisions for AY 21-22 will be communicated to applicants in December.

Successful applicants must submit a final report to the SAAC no later than September 1, 2022 (see guidelines). The final report should summarize outcomes of the program development effort, including the status of the proposed program. Applicants will not be eligible for future SAAC funding until the final report has been received.

Proposal submission: Only electronic submissions will be accepted.

Submit proposals to Dach Vann (saac@unm.edu) in the Provost's Office. For questions, contact the SAAC Chair Kristina Yu (khyu@unm.edu).

Applicant Instructions: *Please fill in text in areas <marked like this>, expanding as needed, and submit with the body of your proposal in a single DOCX or PDF file.*

COVERSHEET

Proposal for Planning and Development for
New Faculty Led Study Abroad Program

<Program Title>

A. Applicant: <name, position/title, department, e-mail>

B. With what Course Number & Title will the study abroad program be associated? If this is a new course, does it require curricular approval or is it to be taught under an established topics number? If it requires approval, when is approval expected?

<

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_____
_____

D. Proposed Term, Dates & Destination(s) for New Study-Abroad Program/Component:

<

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_____

E. Anticipated Enrollment for Course: <no. of students>

G. Amount Requested from Study Abroad Allocations Committee: <$-amount>

H. Total Proposed Budget: <$-amount>

I. By signing, the applicant agrees that they will abide by UNM travel and COVID-19-related policies that are in effect at the time of planned travel. Current information is available through https://bringbackthepack.unm.edu.

J. Signature of Applicant:

_____

K. Approval Signature of Chair/Director/Dean of Responsible Academic Unit:

_____

<print name, position/title, department>

L. If applicable (see RFP), approval signature of unit providing fiscal administration:

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<print name, position/title, unit>

Applicant instructions: Insert text in areas <marked this way>, expanding as necessary.

COVERSHEET

Proposal for Faculty-Led Study Abroad Program

<Program Title>

A. Applicant: <name, position/title, department, e-mail>

B. Trip Leaders: <name, position/title, department, e-mail for all proposed trip leaders>

C. Anticipated Number of Students: <number>

D. History of Program?

___ new program

____ established program

When last offered <when last offered>

with <number of > students enrolled during most recent past offering

E. Program Term, Course Number(s)/Title(s), Credits:

Program Term: <e.g., Fall, Winter Break, Spring, Intersession, Summer>

Course Number(s): <dept. prefix & no.>

Course Title(s): <short title>

Credits: <no. of credits>

F. Proposed Trip Destination(s) & Dates: <destination(s) & dates>

G. Amount Requested from Study Abroad Allocation Committee: <$-amount>

H. Total Proposed Budget: <$-amount>

I. Compliance with UBPPM 2710: By signing below, the applicant attests that have read, understand, and will adhere to UNM Policy 2710, and that they will comply with UNM COVID-19-related policies that may be in effect at the time of the planned program, as published on https://bringbackthepack.unm.edu.

J. Signature of Applicant:

_____

K. Approval Signature by Chair/Director/Dean of Financially Responsible Unit:

_____

<print name, position/title, department of approver>

Guidelines for SAAC Budget Preparation

(use spreadsheet template for calculations)

Student Expenses (per person):

- Airfare
- Lodging
- Food
- Insurance
- Class materials/supplies
- Visas (if applicable)
- Immunizations (if applicable)
- GEO application fee ($50 per student)

Faculty Expenses (total):

- Airfare
- Lodging
- Food (or per diem)
- Travel to & from airport
- Insurance
- Visas (if applicable)
- Immunizations (if applicable)
- Salaries & wages (cannot be covered by SAAC funds)

Program Expenses:

- Guest lectures
- Facilities rental
- In-country transportation
- Field trips & cultural activities (guided tours, entrance fees, etc.)
- Services
- Group Meals
- Tips/gratuities (for drivers, etc.)
- Miscellaneous (copying, advertising, Banner & Foundation tax, etc.)
- Foreign taxes (if applicable)

Other Expenses: Please itemize & justify other expenses not accounted for above.

Total Cost of Program

Amount Requested from SAAC

Other Sources of Funding: List all other funding sources (awarded, requested, to be requested).

Cost per Student with and without SAAC Funding

Faculty Led Study Abroad Program Budget Template

Instructions: Please enter no. of students at the top and itemized student/faculty/program expenses below. Subtotals and cost per student are calculated automatically.

Number of Students **10**

Student Expenses	
Airfare	$0.00
Lodging	$0.00
Food	$0.00
Insurance	$0.00
Class materials/supplies	$0.00
Visas (if applicable)	$0.00
Immunizations (if applicable)	$0.00
Other	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
Preliminary Subtotal	$0.00
Faculty cost per student	$0.00
Program cost per student	$0.00
Subtotal	$0.00
GEO Application Fee	$50.00
5% variation in exchange rate	$0.00
Total per student	**$50.00**

Faculty Expenses	
Airfare	$0.00
Lodging	$0.00
Food (or per diem)	$0.00
Travel to & from airport	$0.00
Insurance	$0.00
Visas (if applicable)	$0.00
Immunizations (if applicable)	$0.00
Salaries & wages	$0.00
Other	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
Total Faculty Expenses	$0.00
Divided by # students (automatic)	$0.00

Program Expenses	
Guest lectures	$0.00
Facilities rental	$0.00
In country transportation	$0.00
Field trips & cultural activities	$0.00
Services	$0.00
Group meals	$0.00
Tips/gratuities	$0.00
Miscellaneous	$0.00
Foreign taxes (if applicable)	$0.00
Other	$0.00
	$0.00
	$0.00
	$0.00
	$0.00
Total Program Expenses	$0.00
Divided by # students (automatic)	$0.00