

Institutional Grants for Internationalization

West Virginia Higher Education Policy Commission The Consortium for Internationalizing Higher Education Award Year 2008

Section I: Introduction

The West Virginia Higher Education Policy Commission (HEPC) through the Consortium for Internationalizing Higher Education (CIHE) will provide competitive grant awards for public institutions of higher education to implement sustainable programs that seek to internationalize their majors, core curricula and foreign language programs with some impact on international student enrollment or sending WV students abroad. The grant awarding process will be administered by the CIHE Council.

Eligibility

All West Virginia public institutions of higher education. The institutions must have submitted an action plan to the CIHE Council outlining international goals and objectives by December 14, 2007. Grant applications must be submitted by the Campus Internationalization Committee (CIC). Only one application per institution may be submitted.

Amount Funded

Up to \$15,000 for a one-year period. Grantees must also provide 50% matching funds or services.

Application Deadline

Before 5:00 pm on February 29, 2008

Where to Apply

CIHE Council
c/o Jelayne Crosier
West Virginia Higher Education Policy Commission
1018 Kanawha Blvd E, Suite 700
Charleston WV 25301-2800
(P) 304.558.0261 (F) 304.558.1646
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Allowable Expenses

- Scholar honoraria, project-related salaries and consultant fees, project-related travel and per diems
- Printing and publicity costs, office supplies and materials, postage stamps, telephone, and equipment rental
- Expenses incurred to develop academic courses for credit, workshops, and seminars
- Marketing expenses for promotion to targeted groups
- Food and refreshments in conjunction with workshops and seminars

Non-Allowable Expenses

- Activities not centrally concerned with internationalization or institutional development
- Expenses incurred or paid out before a grant is made
- Purchase of capital equipment, land, building renovation, or permanent staffing

Section II: Instructions for Institutional Grant Applications

All institutional grant applications will include the following:

1. Cover Sheet

The cover sheet will include the name of institution(s), project director (must be a member of the Campus Internationalization Committee), total requested funding (include requested and matching amounts), project beginning and completion dates (not to exceed 1 year).

2. Project Narrative

This part of the application should be typewritten on numbered sheets and should explain in detail the project proposal. The narrative for an institutional grant is limited to ten pages (double-spaced, 12-point font).

- Project Narratives must include the following sections:
- Information about the institution and needs assessment.
- List of goals and objectives and how you will accomplish them.
- Clear statement about the international content of the project and how it relates to the institution's action plan.
- A complete schedule of activities with timelines.
- A list of project director, management team, consultants and other key players. A brief biography of project director and explanation of the institution's capacity to fulfill the proposed activities.
- Plan for evaluation of the project.

3. Budget and Narrative

Provide a spreadsheet and brief narrative (1-2 pages) of requested funding and matching sources. Each proposal will include 50% matching funds (may include in-kind time).

4. Appendices

Include a 2-3-page curriculum vitae of project director and other support materials.

Section III: Terms and Conditions

Award Administration Information

- Award Notices: If your application is successful the CIHE Council will notify the institutional chief academic officer and grant director.
- Reporting: At project conclusion each institution will submit a final report within 90 days.
- Project Extensions: Awardees may apply for an extension no later than 60 days before the project completion date. The CIHE Council will determine each request on a case by case basis.
- Unused Funds: Unused funds will be returned to the HEPC at grant completion.
- Per diem, mileage, and other such allowances will be reimbursed at the rates established by the State.

Project Reporting

At project completion each institution will submit a final report within 60 days. Final reports will not exceed 5-pages and will include the following:

- Summary of project activities
- Project accomplishments and shortcomings
- Lessons learned
- An account of expenditures
- Any deliverables developed as a result of this project, i.e. websites, syllabi, etc.
- Application Review Information

Applications will be reviewed by a panel of CIHE Council members or their designees. Reviewers will evaluate the applications according to the following:

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|---|------------|
| Extent and Sustainability of Institutional Impact | 20 points |
| Plan of Operation | 40 points |
| Quality of Key Personnel | 10 points |
| Budget and Cost Effectiveness | 15 points |
| Plan of Evaluation | 15 points |
| Total | 100 points |

What is the project time period for the grant? When will the funds be available?

We anticipate that institutions will be notified on the status of their proposals by Feb. 23. The funds will be available from date of notification through March 14, 2008.

What is the required match for the grant?

Grantees must provide 50% matching funds or services; \$7500 if they request the full amount of \$15,000. The match can be cash or in-kind. The \$375 registration fee can be applied to the institutional match.

What is the definition of “international students” and “study abroad students” for the purpose of the grant proposal? Would international students include foreign born students who are now permanent residents or citizens of the United States? Would study abroad students include students who travel internationally during Spring break, but do not receive academic credit?

The CIHE Council defines "international student" and "study abroad student" as follows:

An international student is defined as anyone who is enrolled in courses at institutions of higher education in the United States who is not a U.S. citizen, an immigrant (permanent resident) or a refugee. These may include holders of F (student) Visas, H (temporary worker/trainee) Visas, J (temporary educational exchange-visitor) Visas, and M (vocational training) Visas.

A study abroad student is defined as any U.S. citizen or permanent resident enrolled for a degree at a U.S. accredited institution of higher education who receive academic credit toward their degree for study abroad. (Students who travel and take courses without credit transfers are not "study abroad students," nor are students who are enrolled overseas for degrees from non-U.S. institutions.

The above definitions are used by the Institute for International Education (IIE) to conduct their annual Open Door Report at <http://www.opendoors.iienetwork.org/>. IIE reports that in 2005, 699 U.S. students from West Virginia studied abroad and West Virginia institutions of higher education hosted 2,567 international students. The HEPC Council Consortium seeks to increase these numbers and the Institutional Grants for Internationalization is one of our key strategies to accomplish our goals.

While foreign born students are a valuable resource for internationalizing your campus and curriculum, they should not be counted as "international students" if increasing international students is one of the goals of your proposal. However, this does not mean that foreign born students could not be a component in such a proposal, such as an innovative approach to using immigrant students to help with the integration and recruitment of international students.

About the West Virginia Consortium for Internationalizing Higher Education

The Consortium for Internationalizing Higher Education (CIHE) was established by the West Virginia Higher Education Policy Commission (HEPC) in May 2006. The Consortium seeks to enhance the globalization of every public and private higher education institution in West Virginia. A council of leaders from higher education, business, and government has been appointed to provide the necessary leadership to guide the consortium and provide a strategic plan for internationalizing higher education throughout the State.

Consortium for Internationalizing Higher Education in West Virginia Goals and Strategies

Based on the input from the institutions' responses on the survey and the two-day conference, the Consortium has identified the following goals and strategies to enhance the globalization of every public and private higher education institution in West Virginia.

Goals

1. Combine the strengths and efforts of public and private higher education institutions in WV in order to facilitate and enhance the globalization of their campuses;
2. Provide assistance and mentoring to those institutions to help them internationalize their majors, core curricula and foreign language programs to better prepare West Virginia students for global competency;
3. Facilitate partnerships between educational institutions in West Virginia and those in other states and countries;
4. Increase the number of international students in West Virginia by promoting West Virginia as a study destination for international students.
5. Increase the number of students going abroad by establishing a statewide study abroad consortium.

Strategies

1. Institutional Grants for Internationalization

1. Provide competitive grant awards for public institutions to implement programs that seek to internationalize their majors, core curricula and foreign language programs with some impact on student mobility.
2. Establish an email listserv and website to communicate with the campus internationalization committees and encourage them to develop their action plans into proposals for grant funding. Institutions will need to submit action plans in order to be eligible for this grant funding.
3. Establish a grant mentorship process to help institutions develop competitive proposals for internationalizing their campuses.

2. Exporting WV Higher Education around the World

1. Promote WV public and private institutions globally via the www.worldwidewestvirginia.org website, publications and brochures.
2. Invite delegations of foreign educators and advisors to participate in “Study West Virginia” tours and encourage them to send their students to WV to study.
3. Conduct exhibitions at educational conferences and trade fairs to promote WV as one of the best places to study in the USA.
4. Ensure that higher education is represented on the WV Export Council as one of the leading service sector exporters in the State.
5. Partner with the WV Development Office Export Division and the U.S. Department of Commerce to secure additional funding and development to promote WV higher education abroad.

3. Assisting WV Students to Study Abroad

1. Establish a state-wide study abroad program consortium to provide options for faculty-led short-term programs and reciprocal exchange programs and develop credit articulations that are accepted for transfer statewide.
2. Provide scholarships for study abroad funded by State and Federal sources (HEPC, Lincoln Commission, etc.), with special focus on financial need students from counties that are under-represented among students going abroad.
3. Partner with FACDIS to support and promote study abroad at every institution as an integral part of any undergraduate degree program.

4. Create and disseminate knowledge and information about international education opportunities to the WV higher education community.

1. Exchange information about best practices and opportunities among international educators across the State utilizing a statewide email listserv and website.
2. Establish WV Association of International Education Administrators to strengthen and enhance the professional ability of international education administrators to lead and manage change on their campuses and serve as a voice on public policies affecting international education in WV higher education.
3. Assist campuses with finding additional sources of funding to help them achieve their commitment to international education as articulated in their institutional mission, strategic planning and policies.