



## Rinker Center for International Programs

### REQUEST FOR PROPOSAL

#### International Profile Program

27 October 2009

**Deadline for Submission of Proposal: 1 March 2010**

1. Introduction. Objective C under the Learning Goal of the University Strategic Plan 2007-2012 is to: "Increase the number and quality of significant in- and out-of-classroom learning opportunities such as . . . international learning experiences. . . . By 2012, more than 1,000 students will participate annually in high-quality professional international experiences." In order to reach this objective, it is necessary to integrate the study abroad experience into the curriculum so that, by engaging in study abroad, students advance their progress toward completion of their major or minor and graduation. Integration into the curriculum requires the participation and leadership of the units that define majors or minors--departments and colleges. These principles define and guide the International Profile Program (IPP) grant program, in which each department and college is asked to define its identity, or profile, in the world. The IPP replaces existing international faculty travel awards and grants made from the International Programs Endowment Fund (IPEF).
2. Who May Submit an Application? Only departments or colleges may submit a proposal. Individual faculty members may not directly apply for a grant. A college proposal may provide scholarship support to students from more than one major or minor. A college may submit only one proposal per

year.

3. Who Must Approve an Application? Each department or college that submits a proposal must have an International Activities Committee, appointed by the head or dean, consisting of at least two members and a chair. This committee must approve the unit's proposal. The completed proposal must carry the signature of the chair of the unit's IAC committee and the head of the unit (departmental chair or dean).
4. Can Colleges or Departments Receive Multiple Awards? No. A college and departments within a college may submit separate proposals. However, a department or college can only receive one award.
5. What is the Size of an Award? Awards will total \$25,000 for a department or \$40,000 for a college, to be distributed over four years. \$10,000 will be awarded in Year One and the remainder divided into equal installments in Years Two, Three and Four.
6. For What Can the Funds be Used? \$5,000 is to fund faculty international travel to the selected study abroad site and/or hosting faculty or administrators from the host site to Ball State University and the remaining funds are for scholarships for undergraduate students to study at that site. Thus, a department would be allotted \$5,000 for faculty travel and \$20,000 in undergraduate student scholarships; a college would be allotted \$5,000 for faculty travel and \$35,000 in undergraduate student scholarships. Graduate students may participate in the selected study abroad program opportunity but may not receive scholarships from the International Profile Program.
7. Who Will Determine Which Proposals are Funded? The International Programs Committee of University Council will determine the awardees.
8. How Many Awards Will be Made in 2010? The number of awards will depend on the availability of funds generated as interest by the International Programs Endowment Fund and by the Rinker and Yuhas study abroad student scholarship endowment funds.
9. Is This an Annual Competition? Yes.
10. When Will the Award Winners be Announced? The awardees will be announced by March 30.
11. When Will Funds be Available for Expenditure? Expenditures can be made, beginning July 1, 2010. The first year's award of \$10,000 must be spent by June 30, 2011.

12. What Are the Reporting Requirements? By September 1 each year of the award, the recipient department or college must provide to Dr. James Coffin, Director of Study Abroad, the following information concerning activity during the previous fiscal year:

- a. Details concerning any faculty site visits.
- b. Details concerning any visits to Ball State from foreign faculty or administrators from the study abroad site.
- c. Details concerning number of students who participated in the selected study abroad program, including names, majors or minors, and duration of stay.
- d. Summary of how allotted funds were expended.
- e. Details of any changes (actual or proposed) to the selected program.

13. Are there Requirements for Annual Renewal of the Award? Yes. Beginning with Year Two of the award, a minimum of four students must participate in the selected study abroad program each year.

14. What are the Criteria for Selection?

- a. How clear is the department or college's rationale for selecting this particular study abroad experience?
- b. How well integrated into the student's major or minor is the selected study abroad opportunity?
- c. Will participation in the selected study abroad experience advance or retard the student's progress toward graduation?
- d. How easy will it be for students to transfer credits earned at the foreign site to Ball State University?
- e. What is the level of commitment by the applicant department or college to making the selected study abroad opportunity successful?
- f. How many students are likely to participate in the selected study abroad experience over the next four years?
- g. How strong is the relationship between the applying Ball State University department or college and the foreign host?
- h. How well conceived is the plan to make students aware of the selected study abroad

opportunity?

- i. How clear and fair is the process by which scholarship recipients will be selected?
- j. How active and accomplished is the department or college's International Activities Committee?

15. What Kinds of Study Abroad Programs are Eligible for Selection for the IPP Grant Program?

- a. The program must be at least 6 weeks in length.
- b. No foreign language component is required.
- c. The BSU London and Australia Centers are ineligible.
- d. A list of program types can be found at: [Program Types](#)
  - i. Student directly enrolls as a student at a foreign university.
  - ii. Student goes to a foreign university as an exchange student, under an existing exchange agreement between the host institution and Ball State University.
  - iii. Student goes with a Ball State University faculty member as a member of a group field study (summer, fall or spring semesters).
- e. Departments and Colleges are encouraged to develop new study abroad sites for their majors or minors.

16. How Long Should the Proposal Be? Maximum length is 10 double-spaced typed pages.

17. How Should the Proposal be Organized? The completed proposal will consist of these parts (see section 10 above):

- a. Rationale.
- b. Integration into the Student's Major or Minor.
- c. Advancement toward Graduation.
- d. Transferability of Credits.
- e. Level of Department or College's Commitment.
- f. Number of Students Likely to Participate.
- g. Relationship with the Foreign Host.
- h. Marketing Plan.
- i. Unit's International Activities Committee.

18. What are the Components of a Complete Proposal?

- a. [Electronic Cover Sheet](#).
- b. Narrative (not to exceed 10 pages).

19. Where do We Submit the Proposal? Submit the proposal electronically to Dr. James Coffin, Director of Study Abroad, Rinker Center for International Programs, [jcoffin@bsu.edu](mailto:jcoffin@bsu.edu). Dr. Coffin will forward a copy of all proposals to the dean of each submitting department.