Internationalizing the Curriculum Grants
DEADLINE: November 19, 2014

Purpose
The Internationalizing the Curriculum Grants are meant to foster a comprehensive curricular review at the
department or program level with the aim of incorporating an international perspective and preparing their
students for global competence. This initiative does not impose a specific view of what internationalization
means; rather it asks the faculty to think purposefully and creatively about the international dimensions of their
academic subject area and ways in which to integrate it into the curriculum.

Interested departments or programs are asked to submit proposals that spell out a clearly devised plan through
which internationalization of undergraduate and/or graduate curricula will be carried out. Such proposals
should explain how the department or program plans to review current offerings and revamp the curriculum so
that global and international concerns are more fully integrated into student learning. Such revisions might
include curricular integration with study abroad opportunities (short-term, semester-length or year-long);
international research projects, service learning or internship opportunities; specialized seminars, gateway
and/or capstone courses with global options or focus; modules or courses that incorporate language studies
and/or area studies into coursework; or other creative forms for students to engage internationally. Proposed
international activities need not be limited to those which take place abroad, but may include well-conceived
domestic opportunities that take advantage of the international dimensions of New Jersey and the U.S.
Successful applications will also have a plan for measuring and assessing the internationalization effort.

Those who receive awards may be asked in the future to assist faculty colleagues in their own
internationalization efforts by participating in professional development programs or seminars to explore best
practices in internationalization.

The Centers for Global Advancement and International Affairs (GAIA Centers) will offer grants of up to $10,000.
Funds will be available starting in February 2015 and must be used by the end of academic year 2015-16.
Proposals that include a substantial financial commitment from the applicants’ school ($4,000-$5,000) are
especially encouraged.

Application and Submission

Requirements
1. All academic departments and programs across all schools on all Rutgers campuses are eligible to apply:
   Rutgers University—New Brunswick; Rutgers University—Camden; Rutgers University—Newark and
   Rutgers Biomedical and Health Sciences.
2. Proposals must have the endorsement of the program director, or the undergraduate and/or graduate
directors and the department chair, and the dean of the school. Special consideration will be given to
3. Proposals that demonstrate a significant commitment of support from the school dean (e.g., $4,000-
   5,000.)
4. Proposals should take into account the existing international ties of the faculty and the existing
   international dimensions of the curriculum.
5. Proposals should include a clear path for students to have a significant international experience, be it through special study opportunities, experiential or service-learning, internships, language training or research.

Proposals Should Include:
1. Application cover sheet (signed by relevant director(s), chair, if applicable, and dean).
2. A project description (3 page maximum) that includes a working definition of internationalization in the context of the department or program’s academic area, and a narrative outlining the proposed expansion and revision of the curricular structure, including: the specific courses that will be assessed, revised, introduced or restructured from the perspective of internationalization, the manner in which experiences abroad will be integrated, how capstone projects will be internationalized and others.
3. Detailed budget and budget narrative. Please see the attached budget guidelines for details regarding expenditures that may and may not be charged to the grant.

Deliverables
Recipients will be asked to participate in a series of workshops in which internationalization of the curriculum will be addressed from a hands-on perspective. An initial workshop run by GAIA for all recipients will take place in early spring 2015, at which specific approaches to internationalization will be presented. Recipients will be asked to present their progress at follow-up workshops in late spring 2015 and fall 2016. A final presentation will be required in spring 2016 and should include such deliverables as:

- Redesign/development of gateway and specialized courses;
- Identification of strategic partners abroad;
- Development of specific departmental programs abroad;
- Incorporation of international dimension in capstone projects and
- Any other forms of international engagement of students.

A final written report summarizing the results of the internationalization initiative will be due by the end of the 2015-2016 academic year. At that time a budget report will be due also.

Deadline
Proposals are due to the Office of the Vice President for International and Global Affairs by 5:00 PM on Wednesday, November 19, 2014. Electronic submissions are required and should be sent to gaiagrants@gaiacenters.rutgers.edu. Save your file as Name_InternationalCurriculum (i.e. Political Science_InternationalCurriculum). Please indicate “Internationalizing the Curriculum Grants” in the subject line. Awards are expected to be announced in February 2015.

Evaluation Criteria
The Faculty Review Committee will evaluate and rank all proposals. In selecting proposals to be funded, priority will be given to departments or programs that:

- Have already begun an internationalization effort, or have a documented commitment to initiate such an effort;
- Demonstrate a clear commitment to curricular design that demonstrates an international perspective and incorporates experiences abroad;
- Offer innovative ways of engaging students in international dimensions of the field;
- Build on and enhance the linkages and partnerships with foreign institutions;
- Have strong support among the faculty; the program director, or the undergraduate and/or graduate directors and the department chair; and the school dean; and
- Are willing to share best practices with their colleagues in other departments and programs.

Inquiries
Questions about the program may be directed to Dr. Eugene Murphy, Assistant Vice President for Global and International Affairs, at emurphy@gaiacenters.rutgers.edu (848-932-3060) or Stephanie Perez, at sperez@gaiacenters.rutgers.edu (848-932-3082).
Guidelines for Preparing GAIA Centers International Funding Proposal Budgets

Please adhere to the following guidelines and explanations when preparing your proposal budget:

General Information

1. **Please use the attached Excel budget form when submitting your proposed budget.** In addition, please attach a narrative statement explaining the items within your budget. If you will be receiving support from your school/department please provide specific details as to the type of support in the budget narrative and include the total $ amount of this support/cost share in the Excel budget form.

2. Oversight and budgetary control will reside with your collegiate department or appropriate Dean’s Office. Please consult with these offices when developing your budget proposal and obtain the responsible Business Person’s signature on the budget form. Expenses and costs must comply with all relevant university policies, and state and federal regulations.

3. Budgeted categories must include only one-time costs. GAIA International funds are temporary, and may not be used for permanent on-going costs.

4. This is a two-year project. Please explain which activities and expenses are planned for which year in your project description, or attach a separate budget narrative to the budget form.

5. Funds not spent by the end of the fiscal year should automatically be carried over into the next fiscal year.

When costing out your award, watch for unanticipated or “hidden” costs. For instance, if conferences, workshops presentations and other avenues for dissemination of your program’s internationalization efforts are planned, consider the costs of mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant’s agreement and purchase order are needed from Purchasing), consider the travel and lodging expenses to be incurred. When developing curriculum, consider the costs of films, videos, slides, webinars, videoconferencing, and other curricular materials. These costs should be well justified. No additional support will be available from these resources for any such unanticipated expenses.

6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the grant. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant.

7. Hourly payment of a student worker is allowed under the grant. However, faculty, post-doctoral fellow, part-time/temporary, and TA/GA salaries, including summer salaries, may not be charged to the grant. Neither are student aid or student tuition and fee costs allowable. Costs associated with purchase of equipment or software, or facilities renovations may not be charged to the grant.

Notes on Personnel Budget Category

No permanent hiring may be done with these funds.
### Internationalizing the Curriculum Grants

#### Proposal Cover Sheet

**Proposal Title:**

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**Department Chair or Program Director:**

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**Department/Program Administrator or Business Specialist:**

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**Faculty PI:**

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**Other Faculty Participants:**

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**Director(s) of Undergraduate and/or Graduate Studies (if applicable):**

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**Dean of the School:**

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**Total Project Request:**

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