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|  | **Short-Term Faculty-Led Program Development Grants**  **Proposal Check List** |

* Proposals are due by 5:00 PM on Friday, February 28, 2020.
* Electronic submissions are required and should be sent to [grants@global.rutgers.edu](mailto:grants@global.rutgers.edu).
* Save your file as LastNameFirstName\_ServiceLearningGrant (i.e. SmithJohn\_ServiceLearningGrant).

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| Proposal Requirements  *Please assemble proposal in the following document and convert it into a single PDF file.* | |
|  | Proposal Check List |
|  | Completed and fully-signed proposal cover sheet, including a summary/abstract of the proposed program. *NTT faculty will need to provide a letter from their Dean, Chair, or Director stating support for the proposal, and that it is expected that the applicant is in a position which will be renewed for the duration of the grant period, 2020-2022.* |
|  | Project description (3 pages maximum) that includes:   * a working definition of internationalization in the context of the department or program’s academic area; * a narrative outlining the proposed expansion and revision of the curricular structure, with an emphasis on the integration of study abroad opportunities. |
|  | List of participants from Rutgers and any outside institutions or organizations (if applicable). |

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|  | Detailed budget including applicable account numbers (see Excel budget sheet on website). Please see budget guidelines for details regarding expenditures that may or may not be charged to the grant. |
|  | Detailed budget narrative. |

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|  | **Short-Term Faculty-Led Program Development Grants**  **Proposal Cover Page** |

Proposal Title

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Principal Investigator

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| Name |  |
| Title |  |
| Tenure Status | Tenured  Tenure-Track  NTT (additional documentation required; see checklist) |
| Dept/Unit |  |
| School |  |
| Campus |  |
| Email |  |
| Phone |  |
| Campus Mailing Address |  |
| Signature |  |

Department Chair or Program Director

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| --- | --- |
| Name | Signature |

Dean of the School

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| --- | --- |
| Name | Signature |

Partner Institution or Organization (if applicable)

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Total Funding Request (maximum $10,000)

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Please attach a detailed and concise description of the proposed activities (3 pages maximum) as well as a detailed budget and budget narrative.

Include below a summary/abstract (150 words maximum) of the proposed project/program that clearly explains why this project/program is important. Please use non-technical language that would be accessible to a colleague from any field of study. If selected, this summary/abstract will be used in marketing materials.

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