



INTERNATIONAL CURRICULUM FUND COMPETITION

PROGRAM SPECIFIC GUIDELINES

1. OVERVIEW

These awards, consisting of funds provided by Western International, are designed to promote innovative curriculum initiatives that help support international and intercultural learning opportunities for Western students. Specifically, they are designed to enhance the education of students, and transform the curriculum through incorporating substantive international and intercultural components that promote the development of cross-cultural competencies. The goal of the International Curriculum Fund (ICF) is to help promote the education of global-ready graduates, and provide Western students with competencies they will need to live and work in diverse communities around the globe.

As the initiative is intended to transform curriculum at the program level, proposals will be accepted from Department Heads, Chairs and Deans of Faculties. Proposals from Affiliate University Colleges are not eligible. Proposals for faculty-led study abroad courses are strongly encouraged. Applicants are encouraged to discuss their proposals with the Faculty-Led Study Abroad & Safety Abroad Coordinator prior to submission.

This program has annual funding of \$100,000. Awards of up to \$15,000 each will be available annually.

If funds are necessary to continue the initiative beyond the year of funding, departments/faculties must provide evidence that additional funding will be available to assure sustainability of the initiative.

2. SUBMISSION GUIDELINES

Applications should consist of one electronic copy (as a single file in Word or PDF format) submitted to globalgrants@uwo.ca. The application must be received by 4:30pm on the deadline date. It is the responsibility of the applicant to ensure that all conditions are met and that the application is complete and submitted by the deadline. Late, ineligible or incomplete applications will not be accepted.

There are three (3) components to the proposal submission:

1. Summary Description of the Project (1 page maximum)
2. The Proposal (5 page maximum)
3. Cover Sheet with endorsements by the Dean

The proposal should include the following:

- Clear learning outcomes for students linked to the development of intercultural or global competencies, including reflexive assessments of the international experience.
- Rationale and plan for curriculum integration of the initiative.

- Clear description of the deliverables, plan for implementation and curriculum design, resources already in place (including faculty, staff and administrative support); including a detailed project development timeline.
- Note the number of students expected to participate in or benefit from the curriculum innovation each year.
- Plan for sustainability of the initiative.
- Detailed budget.

3. ADJUDICATION

The goal of this program is to support the development of as many academically meaningful, intercultural and international courses and programs as possible. The Vice-Provost (International) will adjudicate the proposals in consultation with the Faculty-Led Study Abroad and Safety Abroad Coordinator, the Teaching Support Centre and the applicants.

4. PROJECT TIME PERIOD

Grants will be available for a period of up to two years from the start date. Upon termination of an award, any unspent balance will revert to Western International's Curriculum Development Fund. Extensions may be granted in special circumstances upon written request to Western International at globalgrants@uwo.ca.

5. REPORTING

5.1 Annual Report

The awardee must submit an annual progress report including details on how the funds have been spent. Failure to submit this report by the deadline may result in loss of funding.

5.2 Final Report

Within three months of the termination of the award, awardees must submit to Western International a brief report (1 or 2 pages) about what was accomplished using the grant.

6. BUDGET

6.1 Other Contributions

The budget should demonstrate how other sources, including student fees and/or department and faculty contributions, will assist with the costs associated with this curricula initiative and its sustainability.

6.2 Course or Program Development

6.2.1 Personnel

Western will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, see Source Deduction Rates on the HR Services website: <https://www.uwo.ca/hr/admin/index.html>

The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

6.2.2 *Equipment*

All equipment purchased with internal grant funds becomes the property of Western. Written quotes or advertisements indicating prices, must accompany the application.

6.2.2.1 *Computing Equipment & Software*

The committee will entertain requests for computers and related equipment and software. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are encouraged.

6.2.3 *Supplies & Services*

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

6.2.4 *Travel Expenses*

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. **Please note that funds for Student Mobility are granted through the Global Opportunities and International Learning Awards, and will not be supported through the ICF.**

7. AWARD CONDITIONS

7.1 Teaching Support Centre

Recipients who are awarded funds for the design or re-design of a curriculum are required to set up a consultation with the Teaching Support Centre (TSC). The TSC may assist faculty members with incorporating learning activities appropriate for international and/or intercultural education either through individual consultation or through its Course Design workshop, offered in the early summer each year.

Recipients of the ICF for curriculum design or re-design are also strongly encouraged to present their projects at the TSC's Spring/Fall Perspectives on Teaching Conference for faculty and/or other discipline-specific forums. Presenting at a conference helps recipients meet the requirement for sharing the outcomes of their projects with the Western community.

8. PROJECT EVALUATION CRITERIA

- Strengthens or enhances international/intercultural components of your program.
- Denotes a plan to sustain the project or innovation beyond the funding year.
- Includes a detailed, reasonable and justified budget.
- Includes a plan for the dissemination of the project/innovation within the University.

9. QUESTIONS

This program's competition is administered by Eunice Isidro on behalf of Western International (globalgrants@uwo.ca) ext.86075.