

PROGRAM DEVELOPMENT GRANT FOR STUDY ABROAD

The Michigan State University Office of Study Abroad (OSA), in partnership with MSU academic units and colleges, facilitates the development of new study abroad programs. Sometimes laying the groundwork for a new program requires a site visit to the program's proposed location(s) by the program leader proposing the program. The Office of Study Abroad will split funding of program development grants with sponsoring academic units as follows.

Split funding of a site visit (50 percent OSA and 50 percent sponsoring academic unit(s)) will be limited to those proposals that address one of the following criteria (and provided both the sponsoring unit(s) and the Office of Study Abroad are fully supportive of the proposed program's development):

- Programs in non-traditional locations (outside Western Europe, Canada and Oceania)
- Programs that will attract underrepresented groups of students and/or faculty (such as majors not typically represented in programs, or programs aimed at specific student populations, such as minority students, students with disabilities, athletes, or student parents)
- Programs developed to replace inactive or discontinued programs
- Programs that align with university and/or college strategic priorities

Program proposals that do not fall into any of the above categories may still be submitted, but must be funded 100% by the sponsoring academic unit(s).

MSU does not generally operate or endorse programs in countries with U.S. Department of State Travel Warnings (http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html). All programs proposed or occurring in countries with a Travel Warning must review MSU's Travel Warning Suspension Policies and Waiver Application Process (<http://studyabroad.msu.edu/safety/warnings.html>). Appeals for a waiver are made to the Risk & Security Assessment Committee (<http://studyabroad.msu.edu/safety/rsac.html>). If the Committee concurs that a waiver to the Travel Warning policy should be granted, it may recommend approval of the request to the Provost. The Provost makes the final decision on all Travel Warning policy waiver requests.

While a site-visit development grant for a program proposed in a country/countries with a Travel Warning does not need approval by the RSAC, program leaders should inquire with the Director of the Office of Study Abroad or the International Analyst for Travel Health, Safety and Security as to whether or not a proposed program may be eligible for a waiver.

OSA typically funds up to 50 percent of the cost for one faculty member to make the site visit. Site visits are usually one week in length, and reasonable costs associated with making the visit are covered. In keeping with OSA program budget guidelines, it is desired to keep site visit costs as low as possible.

In certain circumstances, OSA may approve a site development visit for two program leaders; however, a strong case must be made as to why more than one leader needs to conduct the site development visit. OSA's funding will still be limited to 50 percent of the total cost of the visit, with the remaining 50 percent to be covered by the sponsoring academic units (so long as the above split-funding criteria are met).

Submission Procedures:

Faculty members interested in proposing a new MSU study abroad program must submit the following:

1. **Completed development grant application cover page** (attached)
2. **Narrative** description of proposed program, addressing the issues listed below

3. **Letters of support** from the sponsoring department's chairperson and college dean(s) or dean's designee indicating department and college endorsement of the development grant request and matching funds for the development visit. Specific dollar amount approved by the sponsoring academic unit(s) must be specified in the letter of support.
4. **Draft budget** for the proposed site visit
5. A **map** of the country where the program is located, with the program's destinations clearly marked. This is not necessary if the program is traveling to a well known location, such as the capital city or other major metropolitan area in the target country.

Narrative Instructions:

Evaluation of development grant applications will focus on a number of key issues, each of which must be addressed in the proposal narrative. Please address each of these key issues, noting that some questions are only relevant to certain types of programs:

1. Location and duration of the proposed program
2. Primary academic focus of the program
3. How the proposed program would meet at least one of the four priority criteria spelled out above
4. Potential health or safety concerns such as exposure to disease (such as malaria), level and frequency of petty or violent crime, transportation risks, security of housing, etc.
5. Academic setting of the program (i.e. host-country university or other institution)
6. How the proposed program will facilitate students' exposure to local cultures and their cross-cultural learning
7. Plans, if any, for inter-departmental and inter-collegiate cooperation in designing the program (please begin discussions with relevant academic units prior to the visit since all departments and colleges that will be listed as offering credit on the final program proposal will need to approve the course offerings in writing)
8. MSU faculty who will teach on the program, and use of host-university faculty to provide supplemental instruction (*for faculty-led programs only*)
9. Specific plans for incorporating foreign-language coursework into the program (*faculty-led programs*) or foreign language pre-requisites for enrollment in the host institution (*co-sponsored programs*)
10. The expected student interest level (please provide the basis for the estimate, and the means by which students will be recruited)

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Application Form

Title of Proposed Study Abroad Program: _____

Applicant's Name: _____

Department/College: _____

Campus Address: _____

Phone: _____ Email: _____

Program Type: ___ faculty-led ___ co-sponsored ___ internship/MSU-administered

Proposed Site(s): _____

Program Length: _____

Semester & year intended for start of program (Summer/Fall/Winter Break/Spring/Spring Break): _____

Frequency of Program Offering (Annual, Biannual, etc.): _____

Number of MSU credits (minimum) _____ (maximum) _____

Cooperating institution(s) abroad (if applicable): _____

Total funding requested from OSA (please itemize your budget on a separate page): _____

Matching funds and source(s): _____

Dates of proposed visit (month/year) _____

Please attach a 2 to 5 page narrative (see instructions for issues to address in narrative), a budget, map (if applicable), and letters of support from your chair and dean or dean's designee. The chair's letter should indicate that the proposed program will be offered as a regular part of the department's curriculum. The Dean's letter should specify the amount of financial support being committed.

Deadline: Development grant applications are considered year-round, on a rolling basis. Applications should be submitted at least 3 months prior to anticipated travel.

OSA Checklist (indicate dates received)

- ___/___/___ Application form
- ___/___/___ Narrative
- ___/___/___ Chair's letter
- ___/___/___ Dean's/Dean's Designee letter
- ___/___/___ Budget
- ___/___/___ Map

An original and two copies of all parts of the completed application should be submitted to:

Director
Office of Study Abroad
109 International Center
patte151@msu.edu