

RFP for AY 2018-19: Campus Internationalization Grants for Administrative Professional Staff

The Office of Global Engagement requests proposals from Administrative Professionals for small grants to support internationalization efforts at OU. Proposals are due by 15 February 2019 and should be kept under 1,000 words. Evaluation will take place in February and March 2019, with funding decisions announced on or around 8 March 2019.

Program eligibility

Only OU administrative professionals are eligible to apply for funding. Proposed projects must support at least one of the following priority areas:

1. Strengthening opportunities for OU students to engage with international cultures and viewpoints while on campus.
2. Increasing the number of OU students who study abroad.
3. Developing a more welcoming atmosphere for OU's international students, ESL students, and scholars.
4. Other campus internationalization efforts broadly defined.

Proposals which will have an impact on multiple priority areas will be given preference.

Employees of the Office of Global Engagement, or of any of its constituent units, are not eligible to apply for funding.

Eligible expenses

The primary purpose of available funding is to support the internationalization of campus by enabling interested AP staff to propose ideas that are related to the priority areas. Costs directly related to proposals, including relevant travel, are eligible. Salary or stipends and overhead, indirect, or administrative costs are not eligible for funding.

Other potential uses will also be considered for funding; other uses could include but are not limited to hosting a particular individual at OU or purchasing a resource which will be of value to the OU community.

Two grants will be made in the amount of approximately \$2,500 each, unless less is requested. Proposals which have identified departmental, institutional, or external matching funds will be given strongest consideration.

Proposal requirements

All proposals must include the following components:

1. Name, department and contact information of applicant.
2. Approval signature of applicant's supervisor.
3. Summary of project goals, objectives, timelines, and proposed outcomes (no more than one page).
4. Description of the ways in which the proposed project will have an impact on the priority areas for internationalization identified above (no more than one page).
5. Proposed budget identifying specific eligible expenses and anticipated amounts.

Proposal evaluation

Proposals will be funded on a competitive basis, based on evaluation of the overall quality of proposals received. The proposal evaluation committee will perform proposal evaluations during February and March 2019. Proposal evaluation will continue until the funds have been exhausted. Funding decisions will be communicated to applicants on or around 8 March 2019.

Successful applicants must submit a progress report, describing what has been achieved, no later than 14 February 2020.

Proposal submission

Submit proposals electronically to the Director of International Education, Alex Zimmerman, at azimmerman@oakland.edu. Questions regarding this RFP or proposal requirements may be made to Alex Zimmerman.