



The State University
of New York

Chancellor's Grant for Innovative Study Abroad Programs* (ISAP Grant)

Supported by the SUNY Office of Global Affairs (OGA)

The Chancellor's Grant for Innovative Study Abroad Programs* (ISAP Grant) is a competitive grant providing financial support to unique study abroad programs and opportunities to increase student mobility overseas. Up to four (4) grants of \$4,000 will be awarded (contingent upon funding availability) to programs administered during the 2021 Winter Session, Spring and Summer.

Goals: This grant supports both new and existing study abroad programs, with the goal of increasing the number of students participating in education abroad programs. Grants will be awarded on a competitive basis to support the development of innovative study abroad programs as well the addition of new elements to existing study abroad programs. Programs selected to receive a grant must incorporate at least one of the following distinctive elements:

- Location(s) abroad less commonly visited for academic purposes;
- Academic areas that are less commonly included in study abroad options, including but not limited to STEM fields;
- Studies of minority or understudied cultures or languages of a region;
- A study abroad experience combined with a globally-networked learning (COIL) course. This can be achieved by working with the [SUNY Center for Collaborative Online International Learning](#) (COIL);
- Applied learning opportunities, including but not limited to: internships, service learning, volunteer and work experiences.

Criteria: Proposals for study abroad programs with international partner institutions and programs led by full-time or part-time SUNY faculty members may be submitted. Successful proposals will address all of the following criteria:

1. *Program description, goals and impact.* The proposal should include a full description of the study abroad program, highlighting any and all distinctive elements from the list above. The description should include the goals and possible outcomes of the program, and address **how the new program or added element(s)** to an existing program will benefit students and faculty.
2. *Academic integrity and program evaluation.* The program should conform to standard requirements for SUNY study abroad programs. Include specific cultural and academic activities; partner institution abroad, list of contacts and any arrangements already made or planned; location, time frame, logistics and itinerary. The program evaluation plan should include a

* Formerly known as the Chancellor's Award for Internationalization (CAFI)

description of all methods planned for the assessment of student learning, functioning of the program and student satisfaction, including sample evaluation forms to be employed where possible. If there is a standard assessment tool used on the submitter's campus for these purposes, it may be used.

3. *Campus program director's relevant experience in the discipline and in the country.* For faculty-led programs, describe the program director's experience not only in the academic discipline, but with regard to regional culture, security issues, language proficiency, etc. Non-faculty-led study abroad programs may be submitted by the director of the office of international education or senior international officer.
4. *Student population.* Describe the recruitment strategy to reach students on your campus and other SUNY campuses. List any recruitment plans to broaden accessibility for students underrepresented in study abroad. Include student requirements such as level of study, interest in a particular field and language proficiency.
5. *Impact on campus and system internationalization.* Describe how the program, including its goals and distinctive elements, will contribute to the internationalization strategies of the campus and SUNY.
6. *Program affordability and sustainability.* Describe the affordability of the program for students, with and without the financial support provided by the grant. Include how the funds requested will be used to lower the overall cost of the program and defray the costs of student participation. Describe plans for continuing the program in future years without grant funds.

Important Dates:

- Application deadline: May 4, 2020 (midnight)
- Awards will be announced: June 4, 2020
- Student recruitment should begin: June 2020
- Programs should take place during the 2021 Winter Session, Spring and Summer
- Letter of Commitment must be submitted by (varies by program term):
 - Winter session and Spring 2021 programs –November 2, 2020
 - Summer 2021 programs –April 1, 2021
- Each program must be completed by August 15, 2021
- Evaluation Report: within 30 days of program completion

Proposal Format and Application Process:

Each application should be formatted as a PDF file attached to an e-mail message submitted not later than midnight on May 4, 2020, to: overseasprograms@sysadm.suny.edu. The PDF file should include all application documents listed below.

1. **Title Page:** Use the title page form provided (attached to this document). An application must have ALL required signatures to be considered:
 - a. Department Chair or equivalent, if the application is for a faculty-led program
 - b. Campus Director of Education Abroad, or Senior International Officer
 - c. Provost, Chief Academic Officer or Campus President

2. **Narrative.** This document should not exceed 8 pages, 1.5 spacing, 12-point font. The one-page budget narrative is not included in the 8 page limit.
3. **Budget and Budget Narrative**
 - a. Line Item Budget listing all expenditures. Use the budget form provided (attached to this document). This form contains formulas. Make sure that all items mentioned in the budget narrative appear in the budget and vice-versa. Include the cost of tuition even if it is paid as part of the full semester and check the box to indicate so.
 - b. One-page Budget Narrative, explaining the budget, how the listed figures were derived and any necessary justifications. Include information to address “*Program Affordability and sustainability*” that is the number 6 under the criteria section above. If the total of items 1, 2 and 3 from the Budget Page exceeds \$4,000 please explain how the additional amount will be covered (assessed to students, other funding sources, etc.) If any numbers are high, explain why (e.g. – you are traveling in high season).
4. **Attachments** – at a minimum, include the program director’s CV.

Selection Criteria and Committee:

The SUNY Office of Global Affairs will convene a panel of five campus representatives to review all applications and select the programs to receive the grants. Every effort will be made to convene a panel of representatives from campuses that have not submitted an application. The Selection Committee will be comprised of:

- Two campus Directors of International Education
- Two campus faculty members
- One representative of the SUNY Council on International Education (CIE)

The Selection Committee will consider the criteria and goals of the grant in ranking the proposals. A Reviewer Evaluation Form for use by the Selection Committee to score each proposal has been included in these guidelines for reference. Applications that do not follow the formatting requirements, are missing authorized signatures or are otherwise incomplete as of the submission deadline will be ineligible.

Post-grant Requirements and Communications:

Letter of Commitment: To request the release of funding, the program director should submit a Letter of Commitment to the ISAP Grant Coordinator at OGA as confirmation that the program will proceed as planned. On this form, the campus will indicate the NYS account number to which the study abroad program expenses will be charged. The deadline to submit this letter is included in the “Important Dates” section.

Use of grant funding: This grant is paid with state funds from OGA and will be received by the campus in a New York State account. All disbursements shall be made in accordance with the approved program budget submitted with the application, any approved modifications and the policies and regulations of the SUNY and campus Business Office. Funds are to be expended solely for the purposes outlined in the program proposal. Any funds not expended shall revert to SUNY System Administration upon completion of the program or termination date of the grant, whichever is earlier.

Printed materials: All printed and promotional material for the study abroad program should bear a sponsorship credit stating, "This study abroad program is sponsored by the Chancellor's Grant for Innovative Study Abroad Programs of the State University of New York." If any publications result from the Chancellor's Grant, the campus program director will, in consideration of the award, abide by the copyright policy of the State University of New York.

Program modifications: Any change in the program that would significantly affect the program must be approved by the ISAP Grant Coordinator before the change is implemented. This can include changes in the campus program director, budget, format or purpose of the program. Significant change requests should be directed in writing and approved in writing by the ISAP Grant Coordinator. Unapproved significant changes may jeopardize the release of funding, or released funding may need to be returned by the campus to SUNY System Administration.

Evaluation Report: The program director is required to submit a report on the activities supported by this grant within 30 days of the completion of the program. The evaluation report should be sent to the ISAP Grant Coordinator.

Contact

Faculty and staff preparing program proposals are encouraged to contact their campus Director of International Education for guidance.

Questions regarding the grant or application process should be sent to Claudia Hernandez Tarquino, ISAP Grant Coordinator at OGA, by e-mail at overseasprograms@sysadm.suny.edu or by telephone at 518-320-1410.