



WESTERN MICHIGAN UNIVERSITY

International Education Faculty Development Fund

Application and Procedures

Faculty are invited to apply for funding to support projects that improve international education at Western Michigan University. Funding is available through the International Education Support Fund (IESF), established through Article 40.7 of the WMU-AAUP contract, and through the Diether H. Haenicke Institute for Global Education. Both funding sources are administered by the Haenicke Institute.

A. Primary activities for such funding will be given priority as follows:

1. Support for internationalization of WMU curricula.
2. Supplemental support for activities that enhance international education through international collaborative or field research, publications, and organizing of international education conferences; activities that enhance communication with existing or potential institutional partners and/or that offer an opportunity to communicate with international students interested in attending WMU.
3. Presentation (of a paper) or participation at a conference, workshop, or seminar focusing on enhancing the international education component of the faculty member's discipline or related discipline.
4. Support for overseas scholarly visits by WMU faculty that enrich their international education perspective and knowledge.

Applications should be submitted to the Haenicke Institute. The **maximum award is \$1000 and cannot exceed 50% of the total project budget**. Application **deadlines** for each academic year are: **September 20th, November 15th, January 31st, and April 30th**. Award announcements will be made approximately two weeks after each deadline.

B. Eligibility:

1. Individuals eligible for awards are restricted to all those holding Board-appointed faculty rank who are members of the bargaining unit at the time that the IEFDF proposals are due; who were not funded by IEFDF during the preceding academic year; and who submitted a satisfactory final report for their most recent IEFDF award.
2. If travel is eligible for a Faculty Research Travel Fund (FRTF) grant (<http://www.wmich.edu/ovpr/funding/frtf.html>) or Department travel funds, applicants will apply for these funding sources prior to or simultaneously with the IEFDF application. Most of the funds earmarked in Article 40.7 of the AAUP contract have been made available to college deans. You may request co-funding from your dean for this project.
3. Applicants will indicate any other sources of co-funding.
4. IEFDF will not be awarded as matching funds for grant applications. For grant applications, contact the Office of the Vice President for research <http://www.wmich.edu/ovpr/> Direct requests for collaboration on grant funding to the Dean of the Haenicke Institute for Global Education dg.mccloud@wmich.edu
5. Applications for travel that occurs before the application deadline will not be considered.
6. Applications will include supporting documentation as needed, e.g. letter of acceptance for conference paper, letter of invitation, etc.
7. Recipients must submit a brief written report on their accomplishments with request for re-imburement, no later than three months after the funded activity occurred and by September 15th of the following academic year.

C. Process:

1. Complete application (blue) and proposal (yellow) forms.
2. Attach narrative and budget.
3. Attach supporting documentation, e.g. notification of acceptance of conference paper, printout of conference schedule if chairing a session, letter of invitation, etc. The committee will not be able to seek additional information or contact applicant to request same. Please include sufficient documentation for committee to evaluate the proposal. Only complete applications will be forwarded to the committee.
4. Get department chair signature (dean if you are chair). If for some reason you need to submit via e-mail, e.g. from overseas, an e-mail from your chair can serve as signature. Full paper submissions are preferred for applicants on campus.
5. Forward to Rena Lynema, HIGE, B200 Ellsworth Hall, Mailstop 5245, 387-3985 rena.lynema@wmich.edu
If you need to confirm receipt of your application, please contact Ms. Lynema, not the faculty committee members, or deliver it in person to the HIGE office.
6. Committee review:
The International Education Faculty Development Fund committee is composed of three full-time, board-appointed faculty members appointed by the Chair of the International Education Council. IEFDF Committee members serve on rotating terms. Proposals are judged based on eligibility and how well they fit the intent of the activities described above. Award amount is subject to funding availability for each academic year. Members for the IEFDF Committee for 2007-2008 are:
 - Josephine Barry-Davis, (chair), Teaching/Learning/Educational Studies
josephine.barrydavis@wmich.edu
 - Muralidhar Ghantasala, Mechanical/Aeronautical Engineering M.ghantasala@wmich.edu
 - Said AbuBakr, Paper Engineering, Chemical Engineering, and Imaging,
said.abubakr@wmich.edu
7. HIGE staff will notify applicants approximately two weeks after deadline. Awards are disbursed on a reimbursement basis only.
8. If awarded, initiate travel authorization (<http://www.obf.wmich.edu/accounting-services/docs/TravAuth.pdf>) with home department. If home department cannot complete travel authorization for special circumstances, contact Samer Shammam, HIGE Senior Budget Analyst, for assistance 387-3950
samer.shammam@wmich.edu.
9. After completion of the activity, complete the IEFDF travel report (green). You may attach additional documentation. HIGE will distribute copies of the one-page report form (green) to the IEC at September meeting the following year during the annual report on IEFDF. IEFDF funds will not be disbursed without the report.
10. Complete travel expense voucher through home department (<http://www.obf.wmich.edu/accounting-services/docs/TravExpBlank.pdf>). Attach additional documentation if needed.
11. Submit to Samer Shammam for processing reimbursement, 387-3950. Report and reimbursement request must be received within 3 months of travel and by September 15th at the latest. All IEFDF awards not disbursed/reconciled by September 15th will be forfeited, including funds to be transferred to other departments.

NB: The faculty committee serves on a volunteer basis and convenes only four times a year to review applications. Please direct questions on process or appropriateness of application to Brett Berquist, HIGE Executive Director of International Programs brett.berquist@wmich.edu or other HIGE staff. For questions on disbursement of the award, please contact Samer Shammam, Senior Budget Analyst, samer.shammam@wmich.edu

INTERNATIONAL EDUCATION FACULTY DEVELOPMENT FUND	
APPLICATION	
NAME:	PHONE:
DEPT:	PROPOSED LOCATION:
E-MAIL:	PROPOSED DATES:
<p>PURPOSE OF VISIT:</p> <p>IF FOR A CONFERENCE, REASON FOR ATTENDING (Circle as Appropriate)</p> <p>A. Attending only B. Presenting C. Other function (specify)</p> <p>Will you visit existing or potential institutional partners during this trip? (specify)</p> <p>Will you communicate with international students interested in attending WMU? (specify)</p>	
If you are a participant, have you applied, or do you intend to apply, to the WMU Faculty Research Travel Fund for Support http://www.wmich.edu/ovpr/funding/frtf.html ? If not, explain.	YES NO
Have you applied for, or will you receive, other financial support? Please specify here and include in attached budget. NB: Preference will be given to applications that demonstrate active pursuit of co-funding.	YES NO
If you are requesting funding for participation in the meeting, please provide a copy of the program, a letter of acceptance, or similar documentation.	
Please note: Funding for travel occurring prior to the application deadline will not be considered. Please indicate when you last received an IEFDF award: ____/____/_____ NB: Previous recipients are ineligible for the academic year following the previous award.	

INTERNATIONAL EDUCATION FACULTY DEVELOPMENT FUND

PROPOSAL

SUBMITTED BY:

TITLE:

APPLICATION DATE:

AMOUNT REQUESTED:

AMOUNT AWARDED:

SECTION OF THE IEFDF GUIDELINES WHICH IDENTIFIES APPROPRIATENESS:

ABSTRACT (maximum of 100 words):

ATTACH PROPOSAL NARRATIVE AND BUDGET. The length of the proposal **narrative** is governed by its complexity. It is usually appropriate to keep the proposal relatively short and to attach **appendices** containing detailed supportive information. The narrative should address the **appropriateness** of the proposal, its **purpose**, the **effectiveness** of the project, and its expected **consequences**. A **budget page** must follow the narrative. The availability and use of **monies** outside the IEFDF is an important aspect to include.

I support this proposal and affirm that the applicant is a Board-appointed faculty member of the bargaining unit.

Signature of Department Chair _____ Date _____

Name _____ phone _____ - e-mail _____

(NOTE: Applications received without the signature of the chair will not be forwarded to the committee.)

Submit to Rena Lynema, HIGE, B200 Ellsworth 5245 p:387-3985 rena.lynema@wmich.edu

INTERNATIONAL EDUCATION FACULTY DEVELOPMENT FUND

FINAL REPORT

SUBMITTED BY:

TITLE:

DATE RECEIVED:

AMOUNT REQUESTED:

AMOUNT AWARDED:

SECTION OF THE IEFDF GUIDELINES WHICH IDENTIFIES APPROPRIATENESS:

SUMMARY (maximum of 100 words):

EXPENSE SUMMARY:

A. Total spent from IEFDF Award	\$ _____
B. Spent from other Sources (Identify sources and amounts, including personal funds)	
a)	\$ _____
b)	\$ _____
c)	\$ _____
TOTAL SPENT	\$ _____

You may attach supporting documentation if appropriate.

To complete a travel expense voucher go to: <http://www.obf.wmich.edu/accounting-services/docs/TravExpBlank.pdf>. Please complete the travel expense voucher with the department that issued the fund and cost center indicated on your travel authorization. Attach a copy of the expense voucher and request for reimbursement of the amount awarded.

Submit report to Samer Shammam, HIGE, B200 Ellsworth 5245 p:387-3950 samer.shammam@wmich.edu