

<p style="text-align: center;">Program Development Site Visit Grant <i>Instructions for Applying</i></p>

All travel and study abroad program development proposals should normally be preceded by an exploratory visit to the site of the program to be proposed. The purpose of such a site visit is threefold: (1) to study the overall feasibility of the program under consideration; (2) to familiarize the faculty member with the locale, particularly with an eye toward issues of safety and security; and (3) to meet and develop local contacts.

Faculty members are encouraged to contact Dr. Andreas Sobisch (397-4183), Director of the Center for Global Education (CGE), to discuss their plans as early in the planning process as possible.

In applying for a site visit grant, the faculty member will need to submit

- a completed application form (see below).
- a letter of support from his/her department chair indicating departmental commitment to developing the proposed program.
- A budget for the proposed site visit. The CGE will support requests for travel, housing and per diem expenses. Proposals receiving matching funds from other sources will receive priority.
- a 3-4 page narrative addressing the issues outlined below.

Deadlines:

- Proposals for amounts greater than \$2,500 must be submitted prior to the start of a new budget year and no later than 3 months prior to the proposed travel date.
- Proposals for less than \$2,500 must be submitted at least five months in advance
- Proposals for less than \$1,000 must be submitted no later than 3 months in advance

The faculty member proposing a site visit should ensure that the proposed time-line is adequate, taking into consideration the requirements of the Program Development Proposal, which will have to be completed before a program can be approved ([link here](#)). The Director of CGE will evaluate all site visit grant proposals, each of which must address the following questions:

1. What type of program is being considered?
2. Which need within the department or college is it designed to fill?
3. What time-frame is envisioned, and when is the final proposal expected to be completed?
4. Are there any plans for inter-departmental and inter-collegiate cooperation in developing the program?
5. What other programs already exist in the same area or country, and what effect may they have on the proposed program, and vice versa? (the CGE has a list of all existing programs).
6. What evidence exists that sufficient student interest can be generated?
7. Will this program be offered on a regular basis?
8. What specific questions is the proposed site visit designed to answer?

Priority in funding will be given to proposed programs that are designed, among other things:

- to be cost effective
- to be focused on educational issues rather than mere tourism
- to be integrated into JCU's curriculum or mission
- to include credited foreign language instruction (semester long programs only)
- to provide students structured opportunities for developing inter-culturally
- to rely on host-university faculty for instruction (semester long programs only)

PROGRAM DEVELOPMENT SITE VISIT GRANT

Application Form

Today's Date: _____

Applicant's Name: _____

Department/College: _____ / _____

Campus Address: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Fax: _____ Email: _____

Title of Proposed Study Abroad Program: _____

Proposed Site(s): _____

Program Length: _____

Semester/Year Proposed for Program (Summer, Fall, Spring): _____

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

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

Cooperating institution(s) abroad: _____

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

Matching funds and source(s): _____

Please attach a 3 to 4 page narrative (see instructions for issues to address in narrative), a budget, and letters of support from your chair. The chair's letter should indicate whether the proposed program will be offered as a regular part of the department's curriculum.

Development grant applications are considered year-round, on a rolling basis. Please note the application deadlines listed in the instructions page.

- Checklist
- _____ Application form
 - _____ Narrative
 - _____ Chair's letter
 - _____ time-line
 - _____ Budget

Applications may be submitted as a hard copy or electronically, and should be sent to:

Dr. Andreas Sobisch
Director, Center for Global Education
AD 126d