

April 11, 2007

MEMORANDUM

TO: Faculty Colleagues

FR: Paul Reichardt

RE: Call for Proposals—Enhancing International Learning Grants

The 2007-08 academic year is the third year of a three-year commitment of College funds to support programs and projects designed to promote and enhance international learning for Muskingum College students. As in the previous two years, a total of \$15,000 has allocated to this initiative.

Proposals for funding may:

- Be curricular or co-curricular in nature
- Come from any academic area
- Be individual or collaborative projects

The following criteria will be used to evaluate proposals:

- **Significance:** What is the extent of the program's impact on students, the curriculum, and the campus?
- **Sustainability:** How likely is it that the program can be continued beyond the initial year?
- **Feasibility:** Can the program be implemented successfully as proposed? A draft of the program's itinerary and/or plan of action must be included with the proposal.
- **Learning Goals:** What are students expected to learn from the program and how will this learning be assessed? Describe this aspect of the program as specifically as possible.
- **Budget Projection:** If student travel is involved, what is the estimated cost to students who participate in the program? What amount of support is requested from grant funds? Provide a preliminary itemized budget to support the request for funding and estimated cost to students.
- **Safety and Security:** Does the program include adequate attention to the safety of participants? Are there contingency plans to deal with emergency situations and disruptions of the program's itinerary?

Deadline for submission of proposals is Friday, September 28, 2007. Announcement of proposals selected for funding will be no later than Friday, October 19th. Normally, the maximum allocation for individual proposals is \$2,000 and the maximum for collaborative proposals is \$4,000.

Proposals must follow the format described on the attached sheet.