

Faculty Internationalization Grant Program

Guidelines

Purpose

Faculty Internationalization Grants are available for activities with goals such as the improved internationalization of the curriculum, the development or set-up of international experiences (credit-bearing or non-credit-bearing) for students and faculty, international research projects, and other projects that enhance the internationalization of The University of Tulsa. Research projects that can be funded through Faculty Research Grants should be submitted to the Faculty Research Grant Program and not the Faculty Internationalization Grant Program (see eligibility, coverage, and limitations below).

Deadlines

Completed applications must be received by the Provost's Office by February 1 of each year and awards will be made by March 1.

Size of the Grants

Projects at three funding levels will be considered:

1. Curriculum Development (maximum award 3K): Material needs (software, library orders) for projects that will enhance curriculum through an international component and/or facilitate international contacts of importance for faculty and their students.
2. Interdisciplinary Development (maximum award 5K per year): Interdisciplinary or cross-departmental efforts that may involve a university or universities abroad. Grants at this level should be solicited by a minimum of two people in two departments working together. Interdisciplinary Development grants may be multiyear proposals.
3. Strategic Partnership (maximum award 10K per year): Long-range partnership projects that engage TU's recognized strengths on a macro-level in the international arena. Successful grants in this area imply an intention to apply for funding from national or international sources. Strategic Partnership grants may be multiyear proposals.

Applications

Applications are accepted from those faculty interested in obtaining support from the University's Internationalization Grant Program. Applications should be complete and should provide the information requested on the application form. In particular, information enumerated under "Description of Proposed Project" must be provided, and should fit within two or three typed pages. The proposal should be written in a language that can be understood by a reader from outside the discipline. Applications must be signed by the applicant's Department Chair and Collegiate Dean.

Applications will be reviewed, in consultation with the Research Office, by a committee chaired by an Internationalization Leadership Council member with representation from each college.

If your project includes any interaction with human beings in a research capacity (e.g., utilizing surveys, interviews, existing data, sports or medical procedures), please include a copy of your IRB approval letter. If you have not obtained approval, you must submit the "Application for Research Involving Human Subjects" found in Human Subjects Compliance. This application must include all required signatures and necessary documents required for IRB review (i.e. informed consent form, surveys, written protocol, etc.). Please refer to the Research website above for the application procedures. If surveys are to be developed as part of your proposal, it should be clearly stated in your narrative and a draft of any such document should also be attached. Be especially attentive to issues of confidentiality or working with minor children. Please understand that your application will be considered incomplete, and may not be reviewed, if the IRB application isn't submitted in time to meet the application deadline.

If the proposed research involves the use of chemicals: flammable, corrosive, reactive, or toxic, the application must be initialed by the department chairperson as verification that the applicant has attended a Hazardous Material Training Session and/or laboratory safety session and marked with the date of attendance for the current academic year. Faculty researchers must attend one Hazardous Materials Training Session while at the University of Tulsa. This must be documented in departmental records to comply with Federal Regulations. The department has a list of all faculty, staff, and students who have attended the safety seminars.

If your research involves the use of animals, a copy of the approval letter from the Institutional Animal Care and Use Committee must be attached.

If your proposed project involves curricular development, you must provide details regarding the development efforts to be undertaken, the objective and significance of the proposed curricular offering, as well as how the offering supports the Internationalization Strategic Plan and enhances the overall curriculum. Funding for travel connected with a curricular development proposal must include details of one's itinerary and the names of individuals with whom one plans to visit.

Eligibility

Any full-time faculty member (including Instructor), Visiting Assistant Professor or higher, or Research Associate is eligible to apply for support under this program. Adjunct faculty are not eligible. These grants are intended for, but not restricted to, the support of full-time faculty members on continuing appointment or in a continuing appointment eligible track. The quality and merit of the proposal, as well as scholarly and curricular activity that would eventually yield publication and/or presentation of the results, or proposals for external funding, are the key criteria used in evaluating the proposals. Faculty members on sabbatical leave are not eligible for grant support during the sabbatical. A grant recipient may hold only one grant at a time, but may seek additional support the following year if the proposed work is completed. An applicant who has received an award in the past three years, but failed to submit the required final report, will not be considered for an award. In the case of a continuing project, a progress report must be submitted before continuing support can be considered.

Coverage

It is assumed that support requested from this program cannot be obtained through departmental, college, or external sources; such efforts must be documented on the application form. All grants are to be used to cover project expenses. Costs of clerical assistance, travel, specialized research equipment, supplies, materials, costs associated with inter-library loans, and purchase of books, videos and materials for educational purposes are included. Proposals that use Faculty Internationalization Grants for matching are encouraged.

Graduate student expenses connected to project execution are eligible for support. In such cases, it is recommended that faculty have early discussions with the Graduate School to insure that proposed projects can be properly implemented. One particular issue that may need to be addressed is the fact that students may not be paid both monthly and hourly. Further, other restrictions affecting implementation of the grant may also apply to students on assistantships.

Limitations

All requests for support must be in connection with a specific project. Projects supported may be currently underway or may be in the process of initiation but no expenses incurred prior to the beginning of the grant may be reimbursed. In many cases, work supported under the Grant Program may be oriented toward preparation of applications for support from outside sources. Research directed toward completion of a dissertation will not be supported. Money just for travel to professional meetings should be provided by individual departments and colleges and will not be sponsored by this program. Books, documents, microfilm, etc., purchased with grant funds should be retained by the University Library upon completion of the project. Equipment purchased with these funds is also property of The University of Tulsa. Requests for salaries should be discussed with the chair of the Internationalization Grant Committee before submission of the proposal.

Reporting Requirements

Grant recipients are required to submit a final report to the Provost's Office upon completion of the research or curricular activity. In the case of continuing projects, a progress report must be submitted before an application for continuing support may be considered.

A final report on the project should include a summary of activities, findings, and a financial statement. The results of any assessment activities should also be reported. The report should also include a listing of any publications, presentations or proposals to external funding agencies that were an outgrowth of this project. The status of these proposals to external funding agencies (i.e., funded, declined, or pending) should be indicated.