

## UT Martin Faculty Group Project Abroad RFP

**Purpose:** The purpose of this program is to promote the integration of international studies into the curriculum and increase cultural competency among students and faculty at UT Martin through the focus on a particular aspect of areas of study such as the culture of the area, or a portion of the culture of the country of study.

Funds will provide a team of UT Martin faculty with a cross-disciplinary, international group research experience through projects that provide substantive training and thematic focus, during the **four (4) phases** of the project: (1) pre-departure, (2) in-country project, (3) post seminar and (4) incorporation of the experience into their undergraduate teaching at UT Martin.

**Eligibility:** Current, full-time, tenure track faculty with a minimum of 3-years of continual teaching responsibilities at UT Martin. Faculty participants **must** be U. S. citizens or permanent residents. Eligible geographic regions are: **Africa, East Asia, South Asia, Southeast Asia and the Pacific, the Western Hemisphere (Central and South America, Mexico, and the Caribbean), East Central Europe and Eurasia, and the Near East.**

**Letter of Intent to Apply (LOI):** A LOI to Apply is required in email format to Dr. Joan K. West, Director of ORGC, at [jkwest@utm.edu](mailto:jkwest@utm.edu) by **August 15, 2011**. The LOI needs to include the following information: Names of participating departments, country(ies) of study, and area of study for the Faculty Group Project. If possible, the LOI should also include the name of the Project Director.

**Application Process:** Proposals must include representation of at least three (3) academic colleges with a minimum of seven (7) and a maximum of ten (10) faculty members participating per team. No more than two (2) of the team members may be derived from a single academic department. Individual faculty members may be a member of multiple teams submitting a

proposal. Proposals must address a theme (see below) and how each faculty member's discipline relates to the broader theme. All applications must be submitted electronically as a single PDF document by **5 pm on October 1, 2011** to the Director of Research, Grants, and Contracts at [jkwest@utm.edu](mailto:jkwest@utm.edu). Late proposals will be returned to the Project Director, not reviewed.

**Allowable Costs:** Grant funds may be used only for the following:

- Round-trip international travel
- Maximum travel per diem allowances for foreign areas  
([http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp))
- Local travel for necessary project-related travel within host country(ies)
- Purchase of project-related artifacts, books, and other teaching materials in the country of study
- Professional services performed by residential instructional personnel in country of study.

**Unallowable Costs:** Grants funds may NOT be used for the following:

- Salaries, wages, fringe benefits
- Domestic travel
- Project related expenses within the United States.

***Posted Date:*** April 15, 2011

***Closing Date for Applications:*** October 1, 2011

***Deadline for Committee Review:*** December 15, 2011

***Award Ceiling:*** \$30,000

***Award Floor:*** \$21,000

***Limitations:*** The team must spend a minimum of 2 weeks together in country of study. At no time will grant funds be available to individual team members in the country of study. \$3,000 maximum per faculty member

**Project Period:** Grant performance period is a maximum of 18 months – January 1, 2012 through June 30, 2013.

**Page limitation:** The application narrative is the section in which the team addresses the selection criteria the reviewers use to evaluate the application. The application narrative must be limited to no more than 10 pages, using the following standards:

- ❖ A “page” is 8.5” x 11”, on one side only, with 1” margins at the top, bottom, and both sides.
- ❖ Double-space all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions. Charts, tables, figures, and graphs in the application narrative may be single spaced and will count toward the page limit.
- ❖ Use a font that is either 12 point or larger; however, you may use a 10 point font in charts, tables, figures, and graphs.
- ❖ Use one of the following fonts: Times New Roman, Courier, Courier New or Arial. An application submitted in any other font (including Times Roman and Arial Narrow) will not be accepted for review.
- ❖ The section headings below must be used for the proposal to be reviewed. Use of any other section headings will render the proposal not reviewable.
- ❖ The page limit does not apply to the table of contents, the one-page project abstract; the appendices; or the line-item budget and justification.

**Application Review Information:** Short-term project applications will be reviewed by the Faculty Research and Development Committee. The Committee will review, score, and rank applications from highest to the lowest score for funding purposes. One award will be made from this highly competitive process; consequently, in the event that only one proposal is received, no award will be made.

**Selection Criteria:** The selection criteria for this program are as follows: (a) Introduction (5 points); (b) Need (10 points); (c) Objectives (15 points); (d) Project Design (10 points); (e) Management (10 points); (f) Cost Effectiveness (5 points); (g) Evaluation Plan (20 points); (h) Adequacy of Resources (5 points); (i) Potential Impact (15 points); and (j) Relevance to UT Martin's Educational Goals (5 points).

**Project Narrative:**

***Introduction*** (5 pts)

Describe the particular area of study identified by the group (e.g., *The Impact of Technology on Rural China*, *Cultural Diversity and Cultural Diffusion in a Borderland Region*, *The Changing Role of Women in Central America*, *Social Programs in a Non-Democratic Nation*, *The Impact of Environmental Management in Croatia*, etc.). In the description, determine which team member will serve as the project director and delineate each member's roles, responsibilities, and time commitments, as well as how each member's expertise, experience, and background relate to the area of study.

***Need for the project*** (10 pts.)

Cite data and research to connect the group's area of study to specific needs of UT Martin's student population, institutional mission, current curricula, or research endeavors. Explain why first-hand overseas experience is necessary to achieve project objectives. Outline how the specific needs were identified and how these needs are addressed by the project. Describe how the host country's resources will be utilized to meet these needs. *Why this project, in this country, at this time?* Append a Research Bibliography.

***Goals and Objectives of the Project*** (15 pts.)

In table format, state the goal(s) of the project and describe how the measurable objectives of the project design relate to the purposes of UT Martin's Strategic Plan and how those objectives will be accomplished and measured. The objectives should be specific in terms of what is to be accomplished during all four phases. Provide a timeline to detail how the team will work together to coordinate activities prior to the trip, sites visited in country, and activities in the academic year following the experience. Explain the ways resources and personnel will be used to achieve the objectives of the project. The timeline table should include: (a) components/activities for each objective; (b) a completion of tasks by month, not calendar dates; and (c) which group member(s) will be responsible.

***Project Design*** (10 pts.)

Describe each of the following phases of the proposed project:

- Pre-departure preparation and orientation (a minimum of 16 hours)
- Group Overseas phase (a minimum of 2 weeks)
- Post seminar phase
- Infusion of elements of the project into undergraduate teaching
  - ✓ Each team member will serve as a guest lecturer in at least one of every other team member's classes during the following academic year.
  - ✓ Append the course syllabi for the courses into which the project will be infused and describe how the project will affect the course.

***Management*** (10 pts.)

How will the management plan effectively link all project phases (pre-departure, in-country project, post seminar, and infusion into undergraduate teaching), facilitate the formative and

summative evaluation of project components, and efficiently operate among all project parties. Demonstrate how responsibilities will be shared among all participants.

- Append Preliminary Pre-Departure Orientation agenda, Overseas Project Itinerary, Post-seminar agenda, Plans for infusion into undergraduate coursework
- Append abbreviated curriculum vitae (no more than 2 pages) for each team member. These should present relevant areas of expertise for the proposed project.

***Cost Effectiveness:*** (5 pts.)

Describe the relationship between project costs and project objectives. Demonstrate that costs are adequate, allowable, and reasonable in today's market.

- Append a **detailed** line item budget and budget justification that clearly define how costs have been calculated and how they are necessary to achieve project objectives. Budget must include breakdowns of all sources of any funding (i.e., ORGC funds, VCAA, Chancellor, departmental funds, gift funds, personal funds, etc.) and expenditures associated with the project.

***Evaluation Plan:*** (20 pts.)

Provide an evaluation plan that will adequately and effectively measure the project's activities and impact(s), including curricular outcomes. Describe the methods of evaluation, the kinds of data to be collected and analyzed, along with the expected outcomes. Link the evaluation plan to the project objectives. Describe how the evaluation plan will provide objective and quantifiable information beyond the anecdotal. Indicate how evaluation results will shape the development of the project before, during, and after project travel. Describe the evaluation tools and present a proposed timeline for the evaluation. Applicants should submit a logic model that graphically illustrates how the performance measures are related to the project's

goals, objectives, and design. A logic model will “describe how a project should work, present the planned activities for the project, describe how activities will be documented, and focus on anticipated outcomes... Diagrams or pictures that illustrate the logical relationship among key project elements through a sequence of "if-then" statements are often used when presenting logic models”( [www.ojp.usdoj.gov](http://www.ojp.usdoj.gov)). The logic model can help clarify the best way to use resources and what long- and short-term outcomes teams should consider measuring. The logic model has six components:

1. Inputs — financial, staff, equipment and other resources invested to support the project.
2. Activities — structured services intended to deliver what is necessary to achieve objectives.
3. Outputs — observable and measurable events resulting from project implementation.
4. Short-term outcomes — immediate changes realized especially during project participation.
5. Long-term outcomes — changes realized after project participation.
6. External factors — conditions outside the project that affect implementation and outcomes.

A copy of the logic model to use is appended to this RFP and should be completed and appended to the Group project proposal.

***Adequacy of Resources:*** (5 pts.)

What resources will the team use to accomplish project objectives? Indicate specifics regarding facilities, supplies, and other resources (including those utilized in the host country) to show that they are adequate to carry out the objectives of all phases of the project.

- Append Letters of Commitment from applicable Department Chairs and Deans
- Append Letters of Commitment from others as indicated by the project (organizations in the host country, supporting businesses, other collaborating institutions, etc.)

***Potential Impact:*** (15 pts.)

Describe the potential impact of the project on the development and improvement of area studies at UT Martin, including, the possible long-term benefits to project participants, their students, colleagues, and communities resulting from successful completion of the grant. What multiplier effect(s) will the project have? How will resulting curricula be evaluated for accuracy and effectiveness?

***Relevance to UT Martin's Educational Goals:*** (5 pts)

Explain how the proposed project will address UT Martin educational and institutional goals. Describe the relationship between the project and the university's curricular offerings.

**The following are required** but do not count as part of the allotted 10 pages of the project narrative:

***Application for Financial Assistance:*** All team members, as well as their department chairs and deans must sign the completed Application for Financial Assistance. This application must accompany the electronic proposal package.

***Abstract:*** Provide a one-page, double-spaced abstract that explains the team's approach to the theme and how the disciplines represented relate to the theme.

***Table of Contents:*** sections of the project narrative and related page numbers (Please insert consecutive page numbers at the bottom right of each page.)

***Appendices:*** Research Bibliography, Line-Item Budget and Budget Justification, Curriculum Vitae for team members (no more than 2 pages each), Preliminary Pre-Departure Orientation agenda, Overseas Project Itinerary, Post-seminar agenda, Course Syllabi with expected changes resulting from the project, Letters of Commitment from applicable Department Chairs and Deans, Other Applicable Letters of Commitment, Completed Logic Model

## **Possible Themes or Research Areas for UT Martin Faculty Group Project Abroad Program**

The Impact of Technology on Rural (Name of Country)

Possible Content Areas:

- Computer Science
- Education
- Sociology
- Agriculture
- Business
- Engineering
- Political Science
- Sociology
- Criminal Justice
- History/Literature (role of major societal changes in humanities?)
- Modern Foreign Language
- Arts

The Impact of Environmental Management in (Name of Country)

Possible Content areas:

- Promoting EM with children (education, sociology)
- Agriculture
- Biology
- Geology
- Engineering
- Business
- Political Science
- History/Literature (role of major societal changes in humanities?)
- Modern Foreign Language
- Family and Consumer Science (impact on family farms)

The Changing Role of Women in (Name of Country)

Possible Content areas:

- Nursing
- Family and Consumer Science
- Education
- Sociology
- Business
- Literature
- History
- Arts
- Biology/Engineering

The Role of Higher Education in Rural (Name of Country)

Possible Content areas:

- Nursing
- Business (computer science, economics/finance)

- Sciences
- Agriculture
- Education
- Humanities (arts)

Cultural Diversity and Cultural Diffusion in a Borderland Region

Possible Content areas:

- Education
- Sociology, Criminal Justice, Psychology
- Humanities (History, Literature, Philosophy, Music)
- Business (Marketing, Management)

Other: Teams may develop their own research theme.

## Logic Model

A logic model can help teams clarify how, in the context of the project goals, objectives, and impacts, resources should support project activities and intended outcomes.

INPUTS →	ACTIVITIES →	OUTPUTS →	SHORT-TERM OUTCOMES →	LONG-TERM OUTCOMES

**EXTERNAL FACTORS**