

Montana State University - Office of International Programs

Faculty International Research & Program Development Fund

FUND GUIDELINES

About the Fund

The Faculty International Research and Development Fund has been established by the Office of International Programs (OIP) to assist MSU faculty and professional staff to conduct international research/creative activities and to encourage development of MSU's international programs. The Fund provides grants of \$3,000 or less on a cost-sharing basis to projects meeting the criteria outlined below. A peer-reviewed committee made up of MSU faculty and professional staff makes award decisions. The Provost approved the Fund in December 1996. It has been capitalized by indirect cost contributions (IDCs) from grants awarded to the Office of International Programs.

Since its inception the Fund has awarded over \$55,000 to 41 faculty and professional staff.

Eligibility

All members of the faculty and professional staff at MSU-Bozeman are eligible to submit proposals to the Fund. Applicants must anticipate remaining at MSU in a faculty or professional staff position for the duration of the project submitted.

Funding Amounts

The Fund will provide up to \$3,000 for each project supported. However, applicants requesting amounts under \$1,500 will be given preferential consideration in order to support the largest possible number of applicants. For this reason, only very strong proposals should be submitted requesting more than \$1,500.

Cost-Sharing Requirements

To be eligible for funding, the applicant must demonstrate cost-sharing commitments from the applicant's college, academic department, or other source at least equal to the amount requested. Letters of financial support from the applicant's college or department should be submitted along with the application. Applicants may use grants and other non-MSU funds as cost-sharing with appropriate documentation. Personal resources may also be used but are a less desirable source of cost-sharing.

Activities Supported

The Fund will provide support for all activities related to projects meeting the requirements specified. Applications will not be considered for the purpose of attending international conferences or meetings unless such activities can take place as part of the activities an applicant wishes to undertake, so long as they are not the primary purpose of the proposal. In addition, the Fund will not normally provide funds to meet the cost of individuals other than MSU faculty and professional staff, even if they are involved in an approved project of an eligible MSU applicant.

Fund Priorities: Research & International Program Development

The Fund has two primary objectives:

1) To enhance the international expertise of the MSU faculty and professional staff. This objective is best achieved by assisting the faculty and staff to conduct international research or other kinds of academic creative activities. All proposals must include research and/or a creative activity as a substantial element. The research or creative activity must have a substantial international dimension. This can take the form of activity undertaken abroad or activity which is international by virtue of its subject matter or content. All applications to the Fund should fully discuss the nature of the research and/or creative activity proposed and the international nature of this work.

2) In addition to research and creative activities, the Fund seeks to contribute to the further development of MSU international programs. The Fund will give priority to proposals which involve cooperative activities with MSU's international partner institutions (refer to "MSU Partnerships" at www.montana.edu/wwwoie/msu_part.htm), contribute to the development of new, desirable sister-institution partnerships, or are submitted by individuals serving in leadership roles relating to the internationalization of their college or department.

APPLICATION, REVIEW, SELECTION, AND AWARDEE RESPONSIBILITIES

Application forms and Guidelines are available on the web at: www.montana.edu/international/rdfund.htm or emailed to you as attachments by contacting revans@montana.edu.

Application

Please use the following checklist before submitting a proposal. Applications with missing components will be disqualified. If you have any questions about how to satisfactorily fulfill the following requirements for your proposal, please call Yvonne Rudman for consultation prior to submission.

- An application received on or before the application deadline.
- A request for under \$3,000, preference given to requests for approx. \$1,500.
- Description of international research and program development activities.
- Defined work plan and timeline.
- Principle investigator curriculum vitae.
- International partner identification and verification.
- Budget with defined expenses and cost-sharing amounts.
- Cost-sharing support letter from College or Department, external grantor, or foreign partner. If personal resources are used, specify this fact. Preference given to applications with MSU cost-sharing.

Review and Selection

A revolving committee of MSU faculty and staff meet to review the proposals and make FIRPRD awards. Members of the committee serve an average of three rounds after which new members are invited to serve on the committee. If you are interested in becoming involved in the review and award process, please contact Yvonne Rudman at x4032.

Committee members are briefed about Fund goals, priorities, and requirements and make awards based on the merit of the proposal and accuracy of the application. The degree of competitiveness varies from round to round depending on the number of proposals submitted, the amount of funds requested, and how cost-sharing requirements have been met by the current pool of applicants.

Awardee Responsibilities

If you are successful in obtaining a Faculty International Research and Program Development award, you will receive an award letter from the Office of International Programs on or before the award dates listed below. The letter will inform you about how award funds are dispersed, minus the 4% administration fee. For example, if your award is \$1,500 you are entitled to submit expenses to the account for \$1,456. The administrative portion of your grant is \$44.

If for any reason a proposed project must be canceled after an award has been made, you should notify the Office of International Programs. Your account will be closed and funds will be returned to the Faculty International Research and Program Development account for faculty awards in the next round. Faculty are entitled to funds for completed projects only. Faculty have the responsibility of returning 100% of awarded funds that were spent on incomplete projects.

After the completion of a project, faculty will submit a brief summary of the project's activities and outcomes and a financial summary for how awarded funds were spent.

Deadlines and Award Schedule

Application Deadlines:

Thursday, November 2, 2000

Thursday, February 22, 2001

Thursday, November 1, 2001

Award Announcements:

Tuesday, December 5, 2000

Tuesday, March 20, 2001

Tuesday, December 4, 2001