Grant Proposal

Attach a proposal letter that addresses each the following items in detail:

- Describe the overarching goal of your Curriculum Integration (CI) project and include the specific objectives to be met through its completion.
- Identify a timeline for completing each phase of the CI project.
- Who will benefit most from this project on your campus?
- How is curriculum integration already taking place on your campus? What challenges and opportunities exist? If it is not taking place, address how you will initiate the process.
- Describe any institutional support (e.g., financial, administrative in-kind, etc.) you have for this endeavor.
- Describe the budget below in detail.
- Describe who you will collaborate with across campus and beyond to reach your goals.
- Describe your plan for maintaining the project after the grant period is over.
- Describe (if applicable) any specific USAC Programs and/or any majors or colleges on your campus that you plan to target in your project.
- How can USAC best support you in achieving the goals of your CI Grant project?
- Include any other relevant information regarding your project and goals.

Budget

Use the table below to show how you plan to utilize the funds.

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<th>Item/Expenditure</th>
<th>USAC Funds</th>
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Submit your proposal to Justus Watt, by email: justus.watt@usac.edu
University Studies Abroad Consortium
Curriculum Integration (CI)
Grant Information & Application 2020-21

Terms

By submitting your Curriculum Integration Grant application to USAC, you agree to the following:

- Grant recipients are required to provide USAC with biannual reports that consist of a short, written summary of progress updates, as well as any documentation of funds spent – receipts, invoices, etc.
  - If the grant is being used to fund a staff position, documentation of payroll is required.
- Grant recipients are required to do a mid-year check-in with USAC. USAC will facilitate a phone or Skype meeting.
- Following the completion of the grant cycle, grant recipients are expected to present their project at a USAC facilitated training or meeting – i.e. USAC Training, Annual Meeting.
  - In cases where attendance at such events is not feasible, USAC will work with the grant recipient to organize a webinar to share their CI project with the USAC community.
- Unused funds will be returned to USAC.

Timeline

Below is a timeline of the grant application review and disbursement process.

- The deadline to submit the application is March 1st.
- Late submissions will be considered if funding is available following the initial round of awards.
- A USAC committee will review applications with a goal to have awardees notified by April 15th.
- Funds will be available after June 1st and must be spent by May 31st of the following year.
- Grant disbursements may be made in one or two payments, depending on the nature of the proposal.
- The Academic Affairs team is available to help you throughout the duration of the grant cycle to ensure that you meet your project goals.

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