



BVC STAFF AND FACULTY INTERNATIONALIZATION INNOVATION FUND (IIF) PROPOSAL FORM

Bow Valley College's Mission; *where people live and work, Bow Valley College will contribute to the vitality of communities and the strength of the economy through innovative adult education programs and services which equip people for successful living, lifelong learning, and work in a global, knowledge based economy.*

In the contexts in which we live, learn, work and play, intercultural competencies have become essential, fundamental tools for success. "Intercultural dialogue is the best guarantee of a more peaceful, just and sustainable world". - *Robert Alan Silverstein*¹ Post-secondary graduates who acquire these skills, through meaningful and experiential means, gain invaluable competencies and insight that will serve them long into their futures. Providing these experiences to learners requires thoughtful adaptations in what is taught, how it is taught and the services and opportunities offered through the campus community.

OBJECTIVE AND PURPOSE

"Simple exchanges can break down walls between us, for when people come together and speak to one another and share a common experience, their common humanity is revealed. We are reminded that we're joined together by our pursuit of a life that's productive and purposeful, and when that happens mistrust begins to fade and our smaller differences no longer overshadow the things that we share. And that's where progress begins." - *President Barack Obama*²

¹Silverstein, R.A. (n.d.) *BETTER WORLD QUOTES*. Retrieved March 3, 2015 from <http://www.betterworld.net/quotes/diversity-quotes.htm>

²Obama. B., (2009, April 7), *REMARKS OF PRESIDENT BARACK OBAMA AT STUDENT ROUNDTABLE*. Retrieved from http://www.whitehouse.gov/the_press_office/Remarks-Of-President-Barack-Obama-At-Student-Roundtable-In-Istanbul

In this spirit, Bow Valley College has launched the **Internationalization Innovation Fund (IIF)**. The purpose of this fund is to provide a scholarship opportunity towards initiatives which aim to “integrate an international dimension or perspective into teaching, training, research and service functions of the university (college).³

Administered by the International Education department, the purpose(s) of this fund may include but are not limited to initiatives which aim to:

- Internationalize the curriculum – incorporating an international component or dimension into an existing course.
- Developing work internship/service learning courses/programs that take place in an international setting or incorporate international elements.
- Initiatives which contribute to the internationalization strategies relative to one’s own department/program/service area and the College’s Vision 2020 goals.
- Infusing international elements by collaborating with overseas partners and programs such as student/faculty/staff exchanges/mobility.
- Engaging in an applied research initiative, individually or in partnership, that has a strong internationalization theme and in which long term internationalization benefits for the college can be demonstrated.
- Activities for events that raise awareness and foster engagement of global issues within BVC campus community.

FUNDING

The maximum allocation that can be solicited per proposed IIF initiative is \$ 8000. Multiple proposal submissions may be granted in any given fiscal year. Please refer to the Budget section below for details regarding eligible expenses.

Eligible expenses up to the approved awarded amount will be reimbursed upon submission of a completed expense claim form and accompanying, eligible receipts. Individuals may request an advance for travel expenses prior to execution of the approved activities to a maximum of the awarded funds amount.

When submitting expense claims the project code 8280003 is to be used to ensure appropriate application of funding.

ELIGIBILITY

Internationalization Innovation Fund proposals are encouraged from any continuous staff, faculty, management or exempt employee of Bow Valley College (including employees with 2 or more years in the employment status of temporary). The intended sustainable outcomes and benefits of these initiatives to the college community are contingent upon the leadership and extended commitment of employees to support implementation. To be included with the proposal submission is a Letter of Support from the applicant’s immediate supervisor and approval from the applicant’s senior administrator: Director, Dean or Executive Member.

³ “Maintaining the Momentum”, BCCIE from the work of Jane Knight and Hans De Wit).Knight, J (2004) Internationalization Remodeled: Definition, Approaches, and Rationales, Journal of Studies in International Education, Vol. 8, No. 1, 5-3

APPLICATION DEADLINE

This funds operates on a rolling application deadline. The review committee will meet in response IIF proposal submissions.

Please review the IIF Evaluation Rubric for guidelines on the assessment criteria that the selection committee will use to evaluate the proposal. For questions related to this form please contact the International Education Coordinator.

BVC FACULTY AND STAFF INTERNATIONALIZATION INNOVATION FUND (IIF) PROPOSAL FORM

PROJECT TITLE:
APPLICANT INFORMATION - <i>please include this page as a cover page on your proposal</i>
LEGAL FIRST AND LAST NAME OF APPLICANT:
COMMONLY USED NAME (IF DIFFERENT FROM ABOVE):
TITLE/POSITION AT BVC:
BVC DEPARTMENT: <input type="checkbox"/> I confirm that at the time of submission of this proposal I have met the eligibility requirements stated as an employee of Bow Valley College. <input type="checkbox"/> I confirm that I understand during my accrual of any expenses towards the awarded funds I must have maintained this employment status at Bow Valley College.
SIGNATURE OF APPLICANT: _____ DATE: _____
E-MAIL:
WORK PHONE:

INTERNATIONALIZATION INITIATIVE INFORMATION – 11 font, calibri, single space, you may submit responses on a separate page in word.

PROJECT TITLE

1. INITIATIVE DESCRIPTION please include a clear explanation of the following:

- 1.1 What is the initiative?
- 1.2 How does this initiative align with the priorities that were set out in Vision 2020 – the college’s long term strategic plan?
(Pgs. 8 - 19 of BVC’s Comprehensive Institutional Plan)
https://www.bowvalleycollege.ca/Documents/Executive/20160525_CIP_web.pdf
<https://www.bowvalleycollege.ca/vision-2020.html>
- 1.3 Which BVC personnel will be directly and indirectly involved in this initiative and in what capacity?
- 1.4 Which activities that will take place as part of the initiative and the location(s) ? Why was this location chosen?
- 1.5 Are there any Government of Canada travel advisory warnings in effect for these areas? What foreseeable safety risks may be associated with travel to these areas? For any regions of travel which identify “Exercise a high degree of caution” please include a risk mitigation strategy. (Regions which identify “Avoid non-essential travel” will likely not be approved for travel by the college.)
- 1.6 What stakeholders or partners will be involved (external to BVC)? Please describe the extent of the relationship or the connection which currently exists with these stakeholders or partners?
- 1.7 What planning or research has been done related to this initiative?
- 1.8 What are the proposed dates of the initiative? (Include the timeline in which expenses will be accrued)
- 1.9 How will you measure the success of this initiative?

2. INTERNATIONALIZATION please provide a clear explanation of the following:

- 2.1 The immediate internationalization benefits to the college community.
- 2.2 The measureable internationalization goals of this initiative for the college community.
 - Please describe outcomes in terms of medium term, long term and sustainable goals.
 - Please relate these to the development of the international knowledge, skills, aptitudes and attitude of students and others within the campus community.
- 2.3 What will you do to share and engage the general college community in the outcomes of this initiative?

3. BUDGET
The <u>maximum</u> funding allotment per Internationalization Innovation Fund application form is \$8000. (Applications may be approved at a lesser funding allotment.)
<p>Ineligible expenses include:</p> <ul style="list-style-type: none"> • any staff salary/wage or benefit expenses, • passport fees, • personal travel or activities, • capital or overhead costs, or • entertainment costs. <p><i>Please note that all travel related inoculations and/or medical prophylaxes expenses must be submitted through your basic and extended health care coverage first.</i></p>
Provide a detailed chart of all eligible proposed expenses which correspond to the travel and proposed activities. For eligible travel expense guidelines, please refer to BVC Policy 100-1-8 Travel Expense Policy for employee guidelines on domestic and international travel. For overseas travel, meal rates shall be defined by the Canadian Treasury Board, National Joint Council Travel Directive, Appendix D- Allowances –Module 4. In all other regards please adhere to the college’s policy including for incidental allowance rates.
Identify any other funding or financial support that you will be receiving relative to this initiative.
FUNDING COMMITMENT – please include as the final page of your proposal
<p>Approved applicants will be required to sign a funding commitment outlining the applicant’s confirmation to engage the BVC campus community in the outcomes of the project through presentation(s), workshop(s), newsletter(s), lecture or other means, within six months of completion of the funded activities.</p> <p>Approved applicants will be required to submit a report on project results within three months of completion of the funded activities which will be posted on the College’s intranet – myCampus and may be linked to International Education at BVC’s website for public access.</p> <p>Please check the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I agree to complete a report regarding the outcomes of the initiative within three months of completion of the funded activities. I am aware this report will be posted on myCampus – the college intranet and maybe linked to International Education’s website for public access. <input type="checkbox"/> I agree to engage the college community on the outcomes of the project through public engagement activity within six months of project completion. I agree to notify the International Education department in advance of the engagement activities. <input type="checkbox"/> I will use any funds provided through the grant only for the activities described in this proposal. <p>Optional:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If successful in my submission, I am willing to have my name made available as a resource for future applicants of an IIF proposal submission.

APPLICANT DECLARATION

I, the undersigned, certify that all statements on this application are true and complete and that no information has been withheld. I understand that any misrepresentation of this may result in the cancellation of my eligibility of any internationalization innovation funds granted. Completion of this signed application permits Bow Valley College's IIF Selection Committee to request and/or confirm any information necessary to support my application.

Applicant Signature: _____ Date: _____

SENIOR ADMINISTRATOR APPROVAL

I, senior administrator of the applicant (Director, Dean or Executive), confirm that I have reviewed the contents of this proposal and am in full accordance and support of the activities, outcomes, resources and timelines required to fulfill this initiative as described within the proposal. I am aware of the eligible expenses and acknowledge there may be a financial contribution requirement from my unit, in regards to costs such as salary/wage and benefit costs.

Senior Administrator Name: _____

Senior Administrator Title: _____

Senior Administrator Signature: _____ Date: _____

For International Education Purposes Only

Proposal Approved

Proposal Not Approved

IE Director Signature: _____

Member of Executive Signature: _____

President, Signature: _____