REQUEST FOR PROPOSALS
WKU International Year Of... Grant

PROPOSALS FOR EVENTS OCCurring IN FALL AND SPRING SEMESTER ARE DUE COB JUNE 30 THE SUMMER PRECEDING THE IMPLEMENTATION YEAR (i.e., June 2016 for the 2016-17 academic year)

*OIP strongly encourages you to submit proposals as early as possible to ensure sufficient time for planning and marketing.

The WKU International Year Of … (IYO) program, facilitated by the Office of International Programs (OIP), is designed to provide the WKU campus and surrounding community with a rich, complex sense of place and interconnectedness through a year-long celebration and emphasis on a single country/region. It is a reality that a vast majority of our students will not study abroad during their time at WKU. Therefore, we must bring the world to them in an intentional, meaningful, and intellectually inspiring way. The annual International Year Of … programs are one way of helping to internationalize the campus and our community. Lectures, panel discussions, films, artistic performances, and other activities centering on the target country/region and sponsored by WKU departments/units are eligible for the WKU International Year Of … Grant. Although there is no minimum matching requirement, proposals with a 1:1 match (or higher level of cost-sharing) from university or external sources will be given preference.

Goal of the WKU IYO Grant: To support targeted themed programming and events designed to provide the WKU campus and community with unique academic opportunities to experience and engage with the culture and perspectives of the targeted country during the academic year.

Priorities:
1. Proposals that strongly and persuasively demonstrate that they promote the intellectual and cultural goals of the International Year Of....
2. Proposals with well-developed learning outcomes and assessment plans.
3. Programs that complement ongoing initiatives/programs or are connected to academic courses.
4. Proposals with a well-developed recruitment strategy and the potential to impact a wide audience within the WKU campus and community.
5. Proposals that maximize the funds requested (by utilizing the guest/exhibit in multiple ways).
6. Programs that are available to, or take place at, extended campuses. (i.e., proposals that demonstrate plans to IVS/video record programs to make them available to regional campuses)
7. Proposals with evidence of having seriously pursued external funding and/or proposals that have at least 1:1 matching funding. Proposals that have successfully secured external funding will be given special consideration. A letter from the funding group or organization, or a copy of a secured grant must be included for proof.

All FORMS referenced in document may be found here.
8. Proposals that are co-sponsored/proposed by community organizations and create opportunities for the WKU campus to engage with the surrounding community.
9. Proposals that require minimal or no entrance fee for participants.
10. Proposals that combine elements of the priority areas will be given special consideration.

Eligibility:
- Any WKU faculty, staff, or student organization may serve as the Principle Investigator (PI). Participation of community organizations is strongly encouraged. They can serve as co-sponsors (co-PIs), but must have a WKU faculty or staff as PI. Proposals from student organizations must have signed approval from organization’s faculty/staff advisor.

Deliverables:
Upon project completion, an IYO Grant recipient will be expected:

1. To make a good faith effort to complete the goals stated in their grant proposal. OIP will request reimbursement of funds from PI’s department/college in circumstances where PI does not follow through on their stated proposal or turn in the final report.
2. To submit the following to the Office of International Programs within ten (10) business days of the scheduled event:
   - Signed media release forms for each non-WKU individual who is part of the proposed event.
   - Photos of the scheduled event, produced by a university or similarly qualified photographer, that could be used in a variety of marketing mediums (website, print, digital signage). OIP strongly encourages the use of the University Photographers.*#
   - Video of the presentation/discussion (if appropriate) for use on WKU sources and to provide access to members of the WKU community unable to attend, such as those attending classes on regional campuses.*#
   - Completed Final Report that includes number of attendees, results of program’s assessment, and your own analysis of what you could have done differently or what you learned from sponsoring the event.

*Both the budget and budget narrative should reflect the anticipated costs of multi-media coverage. University photographers are available at no cost.
# If performers are unwilling/unable to consent to being photographed, OIP must be notified of this within the same timeframe. Please complete and submit a Media Release form regardless of consent status.

Full time WKU faculty are eligible for $100 in professional development funds after completing all stages of the grant process. Faculty who receive the $100 PD funds are encouraged to consult with their department’s budget coordinators for more information on professional development spending. Please be aware that such funds not spent by the end of the fiscal year are subject to a tax sue to WKU’s carry-forward policy.

Proposal Guidelines:
1. Programs involving multiple units/faculty must submit a single proposal by the PI or Co-PIs.
2. All proposals must use the current proposal template, which is available on the IYO Website.

Any additional pages (e.g., the budget narrative) must meet the following guidelines:
- Total application not to exceed 4 pages;
- Include PI Name and Project Title at the top of the page;

All FORMS referenced in document may be found here.
• 12 pt. font, Times New Roman, Double-spaced

3. All proposals must contain a detailed budget and budget narrative. See the current proposal template for specific instructions.

4. Funds awarded may only be used for the activities specified in the proposal and during the time limits specified. **All fund transfers must be completed before the end of the fiscal year.**

5. All funding must follow WKU policies on travel and reimbursement and discretionary spending.

6. Proposals should be submitted electronically to internationalization@wku.edu. The appropriate department head and dean must be copied on the submission email.

7. All proposals must adhere to immigration and tax regulations.

**Considerations:**

**Marketing/Promotion.** OIP will promote all IYO events (through our website, social media, OIP calendar) with appropriate notification. However, the individual units producing said events are responsible for taking lead in marketing their events. When developing proposals, PIs should consider and incorporate the cost of marketing their event(s) in their proposal, budget, and budget narrative.

All events supported through the IYO Grant are encouraged to utilize the relevant country logo for their marketing materials. An editable version of the logo along with instructions for use may be found on the OIP website in the [Forms & Links] section.

**Meals,** OIP strives to be intentional in its spending practices. When planning guest meals, applicants are encouraged to think strategically about inviting faculty/staff/students who can benefit most from interacting with the individual(s) visiting campus.

**Photography/Video Release.** PIs are responsible for obtaining a release (or a denial of permission) from each guest brought to WKU as a result of their IYO Grant proposal. The photo release form must be submitted to OIP (scanned and sent via email to internationalization@wku.edu) by no less than ten (10) business days after the scheduled event.

**Immigration and Taxes.** Proposals that bring in guests or lecturers will need to work with WKU’s Tax Compliance Accountant to ensure that all compensation/tax related requirements are met. For guests/lecturers that are foreign nationals, faculty and departments will be responsible for working with the appropriate office (OIP’s International Legal Affairs Specialist or ISO) to ensure that all immigration requirements are met.

**Housing.** Should PIs wish to utilize the Visiting Scholar Residences for any incoming guests, the usual procedures must be followed. Send an e-mail to Coordinator of the Visiting Scholar Residences at vsr@wku.edu with the pertinent information, including name, gender, date of arrival, and date of departure. Print, fill out and submit the Departmental Agreement form to vsr@wku.edu. OIP recommends doing this well in advance as space is limited. Please note that housing is compensation for tax purposes and should be on paystubs for all J visa foreign nationals. For further information regarding tax implications of housing contact the WKU Tax Compliance Accountant.

Proposals that are not in the proper format or are incomplete will be returned for revision. The OIP team strongly suggests that IYO Grant proposals are submitted well in advance of the grant deadline. Late proposals will not be accepted. Funding will be awarded on a competitive basis through a peer review process; decisions will be announced 15 business days after the grant deadline.

For more information visit our [website], contact the Office of International Programs at internationalization@wku.edu, or contact the Programming Coordinator at 745-4218.

All FORMS referenced in document may be found [here].