

Guidelines for Proposals for CIIS Fellows

Proposals are due by February 15, and are submitted to the Center for International and Intercultural Studies in electronic and hard copies. The review committee will be the Committee on International and Intercultural Studies. Awards will be announced two to three weeks after the application deadline.

In developing proposals, the student-faculty team should work collaboratively to design a project. In some cases the student will be joining the faculty mentor in his/her on-going research in a specific site. In other cases students' interests may drive the project, with the faculty mentor assisting and advising. In still other cases a fully collaborative project may be designed. In every case, however, the student's role and activity must be substantial, educational, and at least partially conducted independently so that his/her contribution to the project is distinctive.

Both faculty member and student(s) will share a common scholarly interest and a cultural immersion experience; it is anticipated that the time together in the location will allow opportunities for mutual reflection on both.

Proposals must include the following:

A cover page with a short title for the project, list of names of those working on the project with telephone, email, and campus addresses for each.

A detailed budget must accompany the proposal. Preference will go to proposals which give evidence of effort to keep costs low.

A description of the proposal that includes the following:

- the specific location(s) in which the research is to be conducted and the relevance of the location to the project,
- the nature of the research and the methodology (--ies) to be used, including attention to how students will learn research methods to be

employed, to the host country expectations about foreigners' research, and to IRB criteria,

- a plan for sharing findings through a classroom or all-campus presentation or with the larger scholarly community.

Where the work is likely to be incorporated as part of the teaching and learning in future course work, the proposal should note that.

Faculty member supplement -- The faculty member should provide a curriculum vitae and a one-page statement commenting on her/his qualifications for working in the location and for mentoring the proposed student work. When applicable, comment on the value of the project for professional development. Indicate other funding you have had in the past three years to support your research and additional funding for which you have applied.

Student supplement -- Students should provide a copy of their transcript and a one-page statement indicating course work and/or experiences which have directly prepared them for this project and the value of the project for their future academic work and/or career plans. If the proposal is funded, students will be required to provide release of information forms for the university health center, counseling, student services, and the business office.

A Project Report must be submitted by September 1 to the associate dean for international and intercultural studies, including a narrative of the activity during the research period and a detailed financial expense report, with receipts, for both faculty and students. The report should indicate what the fruits of the research are likely to be.