

International Professional Development Grant: Faculty, Classified, Administrator



DEADLINE: MARCH 1
Send your application to International Programs: 2 BE 1113 or
Global@seattlecolleges.edu

The specific purpose of this grant is to promote professional development in the area of international understanding. Grant recipients will be expected to *examine their disciplines and areas of responsibility within an international context and to incorporate global perspectives into their sphere of influence and job duties whether they be instructional, student services or administrative services.*

International Professional Development Grant recipients will be able to:

1. Demonstrate that they have incorporated more culturally sensitive practices and approaches to their daily interactions and activities.
2. Demonstrate that they have developed and incorporated global concepts and experiences into their work responsibilities.

Please discuss this with your supervisor before beginning the process. Individual grants will not exceed \$2,500 and recipients will be eligible for a new grant every 3 years. Grant applications must be accompanied by supporting documentation. It is expected that activities will take place outside of the United States. Please utilize other funding sources for activities within the United States.

SECTION A. EMPLOYEE INFORMATION

- South Part-time Full-time
 North
 Central
 Siegel Center Classified Exempt Faculty

Name _____ EMPLID Number _____

Division/Dept _____ If Faculty, subject(s) taught _____

Campus/Mailstop _____ Campus Phone _____ Home Phone _____

Note: Applicants must be permanent/PHL employees to be eligible for this grant.

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SECTION B. ACTIVITY DESCRIPTION

Activity _____

Check one: Workshop Exchange/Visit Conference Seminar Other _____

Location _____ Activity date(s) _____

Describe your role in the activity participation only presenter other _____

Proposal:

Please attach a separate page to respond to these questions.

1. State the goals or objectives of this activity and how they relate to the statement: *Seattle Colleges will educate our students to become well-prepared members of a global society.* Note: You might also include excerpts from your college's official strategic plan or core themes if it is directly related to globalization/internationalization and include benefits from the activity related to these initiatives.
2. Describe what you will do, as you undertake the proposed activity, to accomplish these goals and objectives. Please list the actual dates in which you will obtain professional development and attach a schedule (please limit your daily schedule to no more than 8 hrs./day) for those specific dates.
3. An objective of this professional development grant is institutional improvement. In addition to a final report (note: you will be sent a template to complete for the final report which will be posted to the district website after your return), you will be asked to make and display a poster at District Convocation and possibly at other campus or district venues highlighting your experience. Please list other concrete plans you have to disseminate the information on your campus. Please stipulate your time frame for these activities to ensure that they will be completed within 6 months of your return.
4. Please list the supporting documentation that you are attaching to this proposal.

Your application will be rated based on the following:

- 25% Overall depth/description of objectives and plan
- 25% Rationale for why overseas travel is necessary to accomplish objectives
- 25% Overall benefit of the activity toward achieving the goal of *"educating our students to become well-prepared members of a global society"*
- 25% Description of dissemination activities and benefit to staff, faculty and/or students

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SECTION C. BUDGET

NOTE: A Travel Requisition must be completed at least 6 weeks prior to travel to give authorization for travel. The International Professional Development Grant reimburses you for authorized expenses with a Travel Expense Voucher after the activity is completed and a final report is submitted. Applicant is responsible for completing the Travel Requisition prior to travel and keeping receipts of expenses for reimbursement purposes. Authorized expenses include registration fees, hotels/meals for actual dates of professional development, travel to the actual location of the professional development. No employee will be compensated for hours beyond their regular work schedule. The rules and regulations with respect to your regular work assignment will be observed, including prior approval for overtime hours.

	TOTALS
1. Activity fee (tuition/registration/etc.)	_____
2. Estimated cost for hotel and meals if away from home	_____
3. Transportation	_____
4. Other expenses (itemize completely)	_____
5. Total budget to complete activity	_____
6. List any funds available from other source(s), (e.g., division, college, external grants)	_____
7. Minimum amount of professional development grant necessary to complete activity	_____

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SECTION D. SIGNATURES

TO APPLICANT: After reading the following statement, please sign below indicating your concurrence.

To my knowledge, all of the information contained on this form is true and accurate. I agree to submit a brief summary or abstract of the funded activity together with expense receipts after the completion of the activity.

Date

Signature of Applicant

TO VP of INSTRUCTION/STUDENT SERVICES/ADMINISTRATIVE SERVICES and Direct Supervisor: Please sign below to indicate that you have reviewed this completed application and have discussed with the applicant and approve of any required time periods that the applicant would not be on campus. If you have additional comments, please check here ___ and attach a separate page with your signature on it.

Date

Signature of Direct Supervisor

Date

Signature of Vice President or equivalency

Return to Kathie Kwilinski, Executive Director, International Programs
Mailstop: 2 BE 1113 Phone: (206) 934-7964 Global@seattlecolleges.edu