# Appendix B: Phase One Application Template

Below is a template to guide the completion of your Phase One Application for the 2023 IDEAS grant competition. Please note that all information provided in this form will need to be entered into the [IDEAS Grant Competition Application Portal](https://webportalapp.com/sp/ideas_applications_2022). This template will not be uploaded to the portal; it is only intended to be used to guide the development of your application. The IDEAS Grant Competition Application Portal will also allow you to draft and save your application prior to final submission.

## University Profile

1. Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Physical Mailing Address: Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Physical Mailing Address 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Physical Mailing Address: City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Please list your institution’s accrediting body.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   *A list of accrediting bodies can be found here:* [*https://www2.ed.gov/admins/finaid/accred/accreditation\_pg6.html*](https://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html)
10. Institution Type  
     2-year

4-year

1. Institution Type  
    Public  
    Private
2. Institution Type

Rural

Suburban

Urban

1. MSI Type   
    Historically Black College or University (HBCU)  
    Hispanic-serving institution (HSI)  
    Tribal College or University (TCU)  
    Alaska Native-serving institution or Native Hawaiian-serving Institution  
    Predominantly Black Institution (PBI)  
    Asian American and Native American Pacific Islander-serving Institution  
    Native American-serving nontribal institution

Majority Minority Institution  
 Minority Serving Institution Status Pending  
 Not Applicable

1. Primary Contact Information  
   *Please provide the name and contact information of the primary point of contact for this application.*
   1. First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   4. Office/ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   5. Primary Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   6. Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Phase One Application

1. Does your IDEAS Grant proposal include funding for direct student costs, including scholarships, travel, passports, tuition, or meals?  
   *IDEAS grant funds cannot be used for direct student costs, including but not limited to scholarships, travel, passports, tuition, and meals. If this is currently included in your grant proposal, you will not be able to access the full application below. Please amend your program to fit within the grant requirements.*

Yes

No

1. Please indicate your agreement with the following statement: I understand that each institutional unit may only submit one (1) Phase One proposal for consideration for an IDEAS Grant.  
   *While an institution as a whole may submit more than one proposal, individual units within an institution (i.e., schools, colleges, offices) may submit only one application each. If an institution is organized into a single school or college, it may only submit one proposal. Individual campuses within wider university systems will be considered separate institutions.* 
   1. *Example 1: the School of Business of X University and the School of Nursing at the same X University may each submit separate proposals.*
   2. *Example 2: within the School of Business of X University, the Marketing Department and Finance Department may only submit one proposal total.*
   3. *Example 3: the School of Business of X University - City A and the School of Business of X University - City B may each submit separate proposals.*

Yes

1. Has your institution previously received a grant through the IDEAS Program or the Capacity Building Program for U.S. Study Abroad (the former name of the IDEAS Program)?  
   *If you are unsure, please review past* [*grantee profiles on the IDEAS Program website*](https://www.studyabroadcapacitybuilding.org/ideas-grant-competition/grantee-profiles/) *to confirm past grantee status.* Choose an item.
2. If so, in what calendar year did you receive this grant?  
   Choose an item.
3. Please indicate which general IDEAS Program goal your proposal most closely aligns with: (applicants may select *multiple*)  
    Increase number of students from underrepresented groups studying abroad  
    Expand study abroad to new overseas destinations, particularly those that are less common

Diversify the population of U.S. higher education institutions offering study abroad programs

1. What type of project does your proposal aim to support? (applicants may select *multiple*)  
    Create faculty-led study abroad program(s)

Create internship/experiential learning program(s)

Support student group(s) underrepresented in study abroad   
 Develop campus/community resources   
 Create or expand foreign partnership(s)

Support the development of a new study abroad position or office at the college or university  
 Develop virtual exchange programs or resources

Curriculum Internationalization  
 Other

1. If “other”, please briefly describe your project type below.

Click or tap here to enter text.

1. In what region of the world will your program be focused?  
   *If your project is focused solely on domestic resource building (i.e., in the U.S.), please select N/A. If your project is focused on domestic resource building AND foreign program development, please select* ***only*** *the foreign region(s) of focus.*   
    Central America and the Caribbean  
    East Asia and the Pacific  
    Europe  
    Middle East and North Africa  
    South America  
    South and Central Asia

Sub-Saharan Africa

Multiple  
 N/A

1. In what location will your proposed program activities focus primarily?  
   *A dropdown list of locations will be provided in the application*Click or tap here to enter text.

IDEAS Grants can support the development of *in-person* U.S. study abroad programming in foreign locations with a [U.S. Department of State Travel Advisory](https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/) Level 1, 2, or 3. Development of in-person programming in foreign locations with a U.S. Department of State Travel Advisory Level 4 is not permitted.

In the event that a proposal is selected for an IDEAS Grant and the destination changes to a Level 4, the recipient may be required to change their program location or other planned program activities to align with U.S. Department of State travel policies.

The U.S. Department of State reserves the right to request program changes for specific countries or areas if deemed necessary during any stage of the application, selection process, or program period. Final awards are contingent upon the availability of funds and the security situation in-country. Furthermore, grant-funded overseas travel and in-person activities abroad may be suspended in consultation with the U.S. Embassy in-country during the course of the program.

Note: If selected for an IDEAS grant, institutions using funds to support travel to foreign locations will be required to share travel and safety information with the IDEAS Program, and those travelling to Level 3 locations will need to provide additional safety details. More information will be provided on this following award issuance.

The U.S. Department of State reserves the right to request program changes for specific countries or areas if deemed necessary during any stage of the application, selection process, or program period. Final awards are contingent upon the availability of funds and the security situation in-country. Furthermore, grant-funded overseas travel and in-person activities abroad may be suspended in consultation with the U.S. Embassy in-country during the course of the program.

IDEAS Grants can support the development of virtual U.S. study abroad programming in all foreign locations, regardless of their U.S. Department of State Travel Advisory level.

1. Do your proposed program activities take place in more than one location?  
    Yes

No

1. In how many locations will your program focus in total?   
   Choose an item.
   1. In what location is your 2nd program located? Click or tap here to enter text.
   2. In what location is your 3rd program located? Click or tap here to enter text.
   3. In what location is your 4th program located?Click or tap here to enter text.
   4. In what location is your 5th program located?Click or tap here to enter text.

Institutional Description/ Statement of Need (150 words):  
*Please provide an overview of the applicant institution in terms of demographics, existing capacity, current programs, and/or destinations represented as it relates to the proposed project described below. The description should address an institutional need specific to creating, diversifying, and/or expanding study abroad on the applicant institution’s campus. Please state why the issue is pertinent to the applicant institution and/or broader context. Briefly describe the project proposed to address the stated context. This project should suggest a commitment to diversity in terms of: Expanding study abroad at institutions traditionally underrepresented in study abroad, including but not limited to community colleges, MSIs, and institutions in states with lower rates of study abroad participation; expanding study abroad to new overseas destinations, especially those that are less common destinations; and/or expanding the types of students who travel abroad, particularly those who are currently underrepresented in study abroad, which may include but are not limited to first-generation students, racial/ethnic minority students, students with disabilities, and/or students from underrepresented academic disciplines.*

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Proposed IDEAS Project (300 words):  
*Please describe in further detail a project idea that has potential to sustainably expand and/or diversify the population of U.S. students who study abroad and/or the destinations where they study, including through the development of institutional capacity and resources to support underrepresented groups. Proposal should outline how, as a direct result of the award, the college or university will in the near term increase the number of primarily undergraduate students (though not necessarily exclusively undergraduates) who study and/or intern abroad for academic credit and/or the destinations where they study. Proposal should also depict a project idea that is feasible within the time and cost restraints of the grant, and sustainable following the end of the grant period. Proposal goals should be clearly explained.*

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Foreign Policy Goal: Please select the U.S. foreign policy goal(s) your programming will address from the list below. Example programming for each foreign policy goal can be found on page 3 of the RFP.

Civil Society, Journalism, and Education  
 Climate, Energy, and the Environment  
 Democracy and Human Rights  
 Economic Development and Entrepreneurship  
 Global Health  
 Technology and Innovation

Foreign Policy Alignment (150 words):  
*Please identify the Foreign Policy Goal that your project will focus on primarily. Indicate how your proposed project activities will substantively address the Foreign Policy Goal(s) you have selected.*

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How much funding does your proposal request? Click or tap here to enter text.  
*Grants should not exceed $35,000 unless applying for an IDEAS consortium grant for Indigenous-serving institutions. Consortia grants may not exceed $50,000.*

*Total budget estimate for an IDEAS grant application should not exceed $35,000. Total budget estimate for an IDEAS consortium grant for Indigenous-serving institutions should not exceed $50,000.*

*You may wish to confirm estimated budgeted amounts with your sponsored programs, grants, or other institutional offices responsible for external funding. In particular, you should confirm your institution’s indirect cost rate, as well as the fringe rate applied to personnel expenses.*

*Please note that semi-finalists will be asked to submit a full project budget during Phase Two of the application and confirm that the budget presented meets all institutional policies. At this time, you will be able to make adjustments to your budget estimate presented in Phase One and justify any significant changes as part of the full budget narrative. If an institution is then selected for an IDEAS grant and requests budgetary adjustments exceeding more than 10 percent of total grant costs as presented in its Phase Two proposal, the IDEAS Program has the right to deny this request and, if the proposed project is* no longer viable, award funding instead to an alternate institution.

Please enter your institution’s fringe rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*General information about Fringe Benefits can be found at the following link. Please refer to your institution’s Fringe Benefits Rates for the purpose of this budget:* [*https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431)

Please enter your institution’s indirect cost rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Please find more information on Indirect (F&A) costs here:* [*https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414)

Budget summary (150 words):  
*Please clearly outline the major costs anticipated under this grant. Budget categories to consider in your estimate include both administrative and program costs. Administrative costs may include salaries and wages, fringe benefits, and indirect costs. Administrative costs may include salaries and wages, fringe benefits, and indirect costs. If faculty overload compensation is proposed, please ensure compliance with Uniform Guidance Requirements at* [*2 CFR §200.430(h)*](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430)*. Program costs may include consultants, travel and transportation, supplies, equipment, and other direct costs. More information on these budget categories can be found in the* [*FAQ document*](https://www.studyabroadcapacitybuilding.org/wp-content/uploads/2022/10/IDEAS-2023-FAQs.pdf)*.*

*If you are applying for a $50,000 IDEAS consortium grant for Indigenous-serving institutions, please indicate in the budget summary how funds will be allocated between primary and partner institutions, ensuring that funding is relatively proportionately allocated between all institutions involved and not singularly allocated to the primary applicant.*

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