IDEAS Program 2024 Grant Competition: Request for Proposals

RFP Issuance Date: **October 11, 2023**
Closing Date/Time: **December 13, 2023, 11:59p.m. Eastern Standard Time**

The U.S. Department of State's IDEAS Program is pleased to announce the launch of its 2024 IDEAS grant competition, which assists U.S. colleges and universities in creating, diversifying, and/or expanding their study abroad programming in support of U.S. foreign policy goals. The IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning.

U.S. colleges and universities are invited to submit applications for projects to create, expand, and/or diversify outbound study abroad programs and/or resources that align with U.S. foreign policy goals. The 2024 grant competition will award approximately 35 grants of up to $35,000 each to accredited colleges and universities. In support of the 2022 CHIPS and Science Act, this cycle will also provide an opportunity for consortia of U.S. colleges and universities to apply for additional funding for collaborative projects focused on building study abroad capacity at U.S. community colleges that will prepare students for careers in STEM, technical, and/or vocational fields. Approximately one IDEAS consortium grant of up to $50,000 will be awarded in this category. More details can be found in Section 2c.

The 2024 Request for Proposals (RFP) process is divided into two phases in order to make the grant competition more accessible and equitable, in particular for lower-resourced institutions whose staff may not have extensive grant-writing experience. In Phase One of the RFP process, U.S. colleges and universities will submit a brief proposal describing the concept and general components of their proposed projects to build, diversify, and/or expand study abroad capacity at their institutions. Successful Phase One applications will describe a high-quality project idea aligned with the eligibility requirements listed on pages 4-5 of this RFP and with the review criteria on pages 6-8. The IDEAS Program will then invite approximately 70 semi-finalist applicants to submit full proposals during Phase Two of the competition.

Phase One of this competition will open on October 11, 2023, and close on December 13, 2023, at 11:59p.m. Eastern Standard Time via the IDEAS Grant Competition Application Portal. Should your institution be unable to access and/or submit an online application, please email IDEAS@worldlearning.org to inquire about alternative submission options. **Applications submitted after the closing date and time will not be considered.**

Grant Competition Timeline

October 11, 2023	Phase One opens
October 24, 2023	IDEAS Grant Competition Informational Webinar
November 9, 2023	Ask A Grantee Webinar
November 30, 2023	Deep Dive: Aligning Your Proposal with U.S. Department of State Priorities
December 13, 2023	Phase One closes
January 2024	Applications reviewed by study abroad professionals
Early February 2024	Semi-finalist selection announced; Phase Two begins
Mid February 2024	Semi-finalist applicant webinar trainings (dates TBA)

April 4, 2024	Phase Two closes; Semi-finalists submit full proposals
April-May 2024	Applications reviewed by study abroad professionals
June 2024	Finalists announced
September 1, 2024- February 28, 2026	Grant period of performance

We invite your questions concerning this RFP; please submit them to IDEAS@worldlearning.org with "IDEAS 2024 Grant Application – [Your Institution Name]" in the subject line. A list of frequently asked questions from previous grant competitions is available on the program website. The IDEAS Program will host optional but recommended webinars to discuss the grant competition throughout October and November 2023. A recording of each webinar will be shared on the program website within one week of the webinar. Please see Section 2a for more information.

Issuance of this RFP, or the submission of an application, does not constitute an award commitment on the part of the U.S. Department of State and/or World Learning, nor does it commit the U.S. Department of State and/or World Learning to pay for costs incurred in the preparation and submission of an application. The U.S. Department of State reserves the right not to fund any or all applications received.

Section 1: Program Description

1a. Background and Objectives

The IDEAS Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning. The IDEAS Program expands and diversifies American student mobility in support of U.S. foreign policy goals by providing institutional grants to U.S. colleges and universities and by offering virtual and/or in-person capacity building activities for grant recipients and the larger U.S. study abroad community. The expansion of study abroad at U.S. higher education institutions increases mutual understanding between American students and their international counterparts; develops American students' international networks and knowledge, particularly as related to U.S. foreign policy priorities; and enhances American students' readiness for careers that benefit both their local communities and the United States at large. The goals of the IDEAS Program are to:

- Create or expand U.S. colleges and universities' capacity to administer study abroad programs that are primarily for U.S. undergraduate students and align with U.S. foreign policy goals;
- Increase the number of U.S. undergraduate students studying or interning abroad for academic credit, with an emphasis on diversifying both the students and institutions taking part in study abroad and the destinations to which they travel; and
- Collect, develop, and share best practices for increasing and diversifying study abroad opportunities for U.S. students with the broader U.S. higher education community through trainings and other capacity building initiatives.

1b. Potential Project Models

The IDEAS Program invites applicants to propose creative and innovative project concepts to increase and diversify study abroad programming at their institution. Examples of the types of projects that applicants may propose include, but are not limited to:

- Create a faculty-led study abroad program;
- Create internship/experiential learning program(s);
- Develop study abroad resources, programs, or materials targeting student groups underrepresented in study abroad. This may include but is not limited to students who are racial/ethnic minorities, students in underrepresented majors, students with disabilities, or students from institutions and/or states/territories with traditionally low study abroad participation;
- Form or further develop partnerships with universities in a wide variety of international locations, particularly destinations that are underrepresented in study abroad;
- Support the development of a new study abroad position or office at the college or university;
- Embed global, international, or intercultural exchange elements into courses in order to internationalize curricula;
- Develop hybrid and/or virtual exchange models and programs. If proposing virtual programming, applicants must specify how it will complement in-person exchange programs and campus internationalization goals.
- Work with a new or established consortium* of colleges and/or universities to address areas of mutual need, including but not limited to the project types above.
    - *Consortia proposing programming specifically focused on building study abroad capacity at community colleges preparing students for careers in STEM, technical, and/or vocational fields, please see Section 2c.

For further examples of project ideas, please review past Grantee Project Descriptions on our website.

All institutions applying for an IDEAS grant must substantively address at least one of the following U.S. foreign policy goals through their program activities. Competitive proposals will consider these goals in the context of travel and activities abroad as well as potential impact on U.S. communities and students' career readiness. Examples of potential program themes are provided, but applicant institutions will want to demonstrate creativity in selecting topics that are authentic to their institutional mission and goals. Further examples of project ideas categorized by foreign policy goals can be found in *Appendix C: Foreign Policy Goals in Action.*

- Civil Society, Journalism, and Education
    - Example programming could focus on the role civil society, journalism, and/or education play in shaping public knowledge, social movements, and governance.
- Climate, Energy, and the Environment
    - Example programming could focus on addressing the climate crisis, conserving nature, economic promise of climate action, food security, ocean and polar affairs, renewable energy, and sustainable agriculture.
- Democracy and Human Rights
    - Example programming could focus on governance, human trafficking, immigration, refugees, and women's empowerment.
- Economic Development and Entrepreneurship
    - Example programming could focus on business, closing skills gaps in local communities, human resources, infrastructure, resource development, and trade.

- Global Health
  - Example programming could focus on combatting drugs, contagious and infectious diseases, COVID-19 recovery, nursing, and public health policy and management.
- Technology and Innovation
  - Example programming could focus on artificial intelligence, cybersecurity, critical and emerging technologies, digital engagement and policies, engineering, and technology cooperation.

NOTE: In both phases of the grant proposal, applicants will be asked to indicate which U.S. foreign policy goal(s) their proposed projects plan to address and how they will seek to address it. Applicants may address more than one foreign policy goal but should identify a primary foreign policy goal of focus.

TIP: Proposals that request funding to support the development of resources targeting specific student groups or to create an institution's first study abroad program may fit best under the *Economic Development and Entrepreneurship* foreign policy goal. The proposal may then detail how the international experience related to the proposed program activities will help students to develop global career skills that they can use to support their future careers or economic development in their local community.

1c. Eligibility Criteria
To be eligible for consideration, proposals must meet the following eligibility criteria:

1. The grant competition is open to accredited U.S. colleges and universities physically based in the United States or its territories with a broad range of capacity to administer study abroad programs. This includes institutions that currently have limited or no experience administering study abroad programs as well as those with established programs;
2. Proposals must support primarily U.S. undergraduate student mobility abroad, although graduate student participation in programs is allowed. Proposals do not need to support the creation or expansion of a specific study abroad program. The IDEAS Program welcomes innovative ideas for how to build (or rebuild) study abroad capacity on campus or nationally, for example, through the development of resources supporting underrepresented student groups or the development of virtual activities to complement in-person exchanges;
3. Funding may not be used to support direct outbound or inbound student costs, including but not limited to scholarships, travel, passports, tuition, or meals for U.S. or foreign students. Funds may be used to support U.S. faculty and/or staff travel overseas as well as travel for foreign faculty and/or staff to come to the United States to support program development; note that all travel must comply with the Fly America Act;
4. 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.
   a. Example 1: the School of Business of X University and the School of Nursing at the same X University may each submit separate proposals.
   b. Example 2: within the School of Business of X University, the Marketing Department and Finance Department may only submit one proposal total.
   c. 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.

5. 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 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.

   a. 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.

   b. 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.

   c. 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.

6. 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.

Section 2: Phase One Application Instructions

2a. Application Guidelines

Applicants should read this RFP in its entirety and ensure their Phase One application addresses all items cited in this section and meets the eligibility criteria. All applications must be submitted by December 13, 2023, at 11:59p.m. Eastern Standard Time via the IDEAS Grant Competition Application Portal. **Applications submitted after this deadline will not be considered.** Should your institution be unable to access and/or submit an online application, please email IDEAS@worldlearning.org to inquire about alternative submission options. Applicants are encouraged to review *Appendix A: Application Portal Instructions* before submitting their application.

Prospective applicants are encouraged to review the FAQ document online and join informational webinars hosted by the IDEAS Program as outlined below. The purpose of these webinars is to provide an overview of the IDEAS grant competition and answer questions from interested applicants. Recordings of the webinars and related materials will be posted on the IDEAS Program website.

Webinar Information

1. Grant Competition Information Session
   Date: October 24, 2023
   Time: 2:00p.m. to 3:30p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_kfVLlcx4TnaI1GdVlPP6Yg
2. Ask a Grantee Webinar
   Date: November 9, 2023
   Time: 3:00p.m. to 4:00p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_daf_vId_QvKsYeiIYEDZJQ

3. Deep Dive: Aligning Your Proposal with U.S. Department of State Priorities
   Date: November 30, 2023
   Time: 3:30p.m. to 5:00p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_3-AsVIQZR4Ky571fMyQm5A

2b. Phase One Application and Selection Process

A complete Phase One application should not exceed 750 words and should include all information described below. All information will be entered directly into the IDEAS Grant Competition Application Portal. No documentation will be uploaded, and no additional information should be submitted as it will not be considered by the scoring panel. A full template of the Phase One application is included in *Appendix B: Phase One Application Template* for reference to assist applicants in developing their Phase One application.

Applicants should note that the selection criteria presented serve: (1) to identify the relevant topics which applicants should address in their applications; and (2) as the standard against which all applications will be evaluated. The application will be evaluated in accordance with the criteria set forth below.

Applications will undergo a preliminary review by the IDEAS Program team for eligibility, completeness, and responsiveness to the RFP. Applications that do not meet the eligibility criteria, are incomplete, are unresponsive to the RFP, and/or are submitted after the due date will be deemed technically ineligible and will NOT be considered.

All Phase One applications deemed eligible and complete will be reviewed and evaluated by members of the scoring panel against the criteria described below. The scoring panel will be comprised of study abroad professionals and faculty from higher education institutions and organizations across the United States. The IDEAS Program team will use the comments and scores of the scoring panel to recommend approximately 70 semi-finalists to move to Phase Two. The U.S. Department of State will have final approval of semi-finalists. In addition to the evaluation criteria described herein, the U.S. Department of State reserves the right to consider factors such as institutional and regional diversity within the United States, diversity of locations overseas, and diversity in the types of programs selected for funding, among other factors, in selecting semi-finalists.

1. Institutional Description/ Statement of Need (150 words; 10 points):
   a. Proposal describes a project that addresses a clear need specific to the applicant institution's campus and speaks to why this issue is pertinent. The project is clearly tied to the institution's unique characteristics, needs, and goals.
   b. Proposal demonstrates a commitment to diversifying study abroad in one or more of the following areas:
      i. Expanding study abroad at institutions traditionally underrepresented in study abroad, including but not limited to community colleges, Minority Serving Institutions (MSIs), and institutions in states with lower rates of study abroad participation;
      ii. Expanding study abroad to new overseas destinations, especially those that are less common destinations;

      iii.   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.

2. Proposed IDEAS Project (300 words; 20 points):
   a. Proposal describes an 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.
   b. Proposal outlines 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.
   c. Proposal depicts a project idea that is feasible within the time and cost restraints of the grant and is sustainable following the end of the grant period.
   d. Proposal clearly explains the project's goals.

3. Foreign Policy Alignment (150 words; 10 points): All institutions applying for an IDEAS grant must substantively address one or more U.S. foreign policy goals through their program activities.
   a. Proposal identifies a primary foreign policy goal. Applicants may also identify additional foreign policy goal(s) that their project addresses.
   b. Proposal clearly describes how the proposed activities directly address the identified U.S. foreign policy goal(s).

4. Budget Estimate (total amount of funding requested + 150-word summary; 10 points): Total budget estimate should not exceed $35,000 unless applying for an IDEAS consortium grant. Consortium grants 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 adjust your budget estimate submitted 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 grants 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.
   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. If faculty overload compensation is proposed, please ensure compliance with Uniform Guidance Requirements at 2 CFR §200.430(h). 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.
   a. Budget summary clearly outlines the use of IDEAS funds.

b. All costs are allowable, reasonable, and cost-effective.

2c. IDEAS Consortium Grant, *Community College Consortia*

In support of the CHIPS and Science Act of 2022, the IDEAS Program will award approximately one grant of up to $50,000 under the 2024 IDEAS grant competition to a consortium of at least two U.S colleges and/or universities to collaborate on building study abroad capacity, programs, and resources at U.S. community colleges that will prepare students for careers in STEM, technical, and/or vocational fields. Community college students have been historically underrepresented in study abroad, and through this consortium grant, the IDEAS Program aims to:

a) encourage collaboration and resource-sharing within U.S. higher education with the goal of increasing study abroad capacity and programs at community colleges,
b) share best practices on engaging community colleges students with the wider U.S. higher education community, and
c) provide expanded opportunities for community colleges and their students to participate in global STEM, technical, and/or vocational education opportunities, preparing them to participate in good-paying skilled jobs.

Consortium grant activities under this initiative can engage and benefit all students, but applicants should detail how their proposed projects will be inclusive of and engage students in STEM, vocational, and/or technical fields at community colleges, as well as community college faculty and staff.

At least one institution in the consortium must be officially recognized as a community college, which will be defined using the Carnegie Classification of Institutions of Higher Education to include Associate's Colleges, which are institutions at which the highest-level degree awarded is an associate's degree, as well as Baccalaureate/Associate's Colleges, which confer more than 50% of degrees at the associate's level. Applicants should confirm which consortia member institution(s) match this eligibility requirement in their proposals. Applications may represent an official or unofficial consortium, but all institutions receiving grants funds must be accredited U.S. colleges or universities. Applying consortia should identify a primary applicant that will submit the application, and if selected, serve as the prime awardee that will then issue subawards to the other consortium members for their portion of the program budget and activities. Applicants are required to specify at least one institution with which they will partner in Phase One. If selected as a semi-finalist, the applicant will need to name at least one individual staff person at the partner institution(s) in the Project Management Plan and Resumes as part of their Phase 2 application. If the primary applicant institution is not a designated community college, funding must be relatively proportionately allocated between all institutions involved and not singularly allocated to the primary applicant.

As with all IDEAS grant applications, consortium grant applicants may propose a variety of project activities as outlined in Section 1b that aim at building study abroad capacity on their specific campuses or across community colleges more broadly. Regardless of the programming proposed, all consortium grant applicants must allocate at least $5,000 of their budgets to developing and sharing resources with the wider U.S. higher education community. This could include, but is not limited to, creating and sharing study abroad program models and resources; developing one-pagers, videos, or infographics on topics such as student recruitment and support that could be used across different institutions;

delivering virtual trainings based on best practices; creating a public webpage with resources; and other creative ideas. The resources developed and shared under this portion of the grant funding should be useable and accessible to other institutions outside of the consortium. Consortium grant applicants may choose to dedicate more than $5,000 to resource development and sharing, for example if they are proposing activities focused on more general research and resource development, but this is not required. Consortium grant applicants should briefly address how they will share resources with the U.S higher education community more broadly in their project description and budget in Phase 1, and selected semi-finalists will be asked for more details in Phase 2.

Applicants who meet these criteria and others as outlined in this document may apply for a grant of up to $50,000 to support increased capacity for study abroad at community colleges.

In the Phase One and Phase Two selection processes, applicants for this consortium grant will be reviewed separately from the rest of the applicant pool, on their own panel. Evaluation criteria will remain the same in Phase 1. In Phase Two, applicants not selected for the $50,000 consortium grant may be selected for an IDEAS grant of $35,000, contingent upon the submission and approval of a revised budget.

Pending availability of funding, successful grant administration, and Department of State approval, there may be potential to renew IDEAS consortium grants in future years to support the continued creation of related programming and/or resources.

2d. Proposal Phase Application
Approximately 70 semi-finalists will be selected to advance to Phase Two of the grant competition. In Phase Two, applicants will provide a full proposal including a calendar of activities, monitoring and evaluation plan, budget documents, and other components. Details on the requirements of this phase will be shared with selected semi-finalists upon announcement of their application status in February 2024. Phase Two application components will resemble those described in the 2023 Phase Two Proposal Guidelines. Note that updates will be made to these requirements for the 2024 IDEAS grant competition. Applicant institutions selected as semi-finalists will be announced in early February 2024.

On behalf of the U.S. Department of State's USA Study Abroad office, World Learning anticipates awarding approximately 35 grants for a maximum funding level of up to $35,000 each plus approximately one grant of up to $50,000 to a consortium of at least two U.S colleges and/or universities to collaborate on building study abroad capacity, programs, and resources at U.S. community colleges preparing students for careers in STEM, technical, and/or vocational fields. The grant period of performance will be for up to 18 months, starting on or about September 1, 2024, and ending on or about February 28, 2026. Applicants and grantees are not required to utilize the full 18-month grant period. World Learning will oversee the grants awarded under this RFP. Grants awarded under the IDEAS Program will be subject to, and administered in accordance with, the U.S. Department of State's Standard Terms and Conditions.

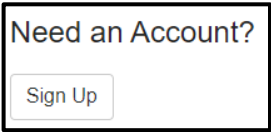## Appendix A – Application Portal Instructions

Helpful Tips for IDEAS Program Grant Competition Applicants

Thank you for your interest in the IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program grant competition. Below are some tips to help you complete your application.

**Click Here to Access the
Application Portal**

Password and Login Information

- If you have previously applied for an IDEAS Program grant in 2019, 2020, 2021, and/or 2022, your login information remains the same.
- New applicants will need to register using the 'Sign Up' button on the login page.
- Your username will be the email address you used when you registered for the applicant portal. Write down your password and keep this information in a safe place. If you forget your password, you will need to reset it.
- Applications are only accessible via a singular login. If multiple individuals will be contributing to the application, please share login information among individuals. Multiple individual accounts cannot be linked to an application, though applications can be reassigned as needed.
- If you forget your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, please always click on the 'Forgot Password' link.
    - Once you click the link, enter your email address in the Username field and click 'Reset Password'. Instructions on changing your password will be emailed to you.
    - Click the link sent to your email address and you will be directed to the 'Change Your Password' page. Please make sure your new password meets the requirements listed.

Request for help with your account

- If you have difficulties with your account, please contact **IDEAS@worldlearning.org**. Please include "IDEAS Program 2024 Application – [Your Institution Name]" in the subject line.
- Please include as much information as possible (including the name and email address you used to register) with your message to explain the problem. If possible, include screenshots.
- Note that it may take up to 2-3 business days to receive a response to your question.

Please Follow Steps 1-6 to Complete the Application

Step 1: Create an Account

1. Click on the 'Apply for the Grant Competition' link on the website; you will then be directed to the **Applicant Portal**.

    Apply for the Grant Competition

2. If you have an existing account, please use the login information previously used. Use the "Forgot Password" link to reset your password if needed.
3. If you do not have an existing account, click on the 'Sign Up' button under 'Need an Account?'

4. Enter your email address and password, following the password restrictions.
5. Click the blue 'Sign Up' button
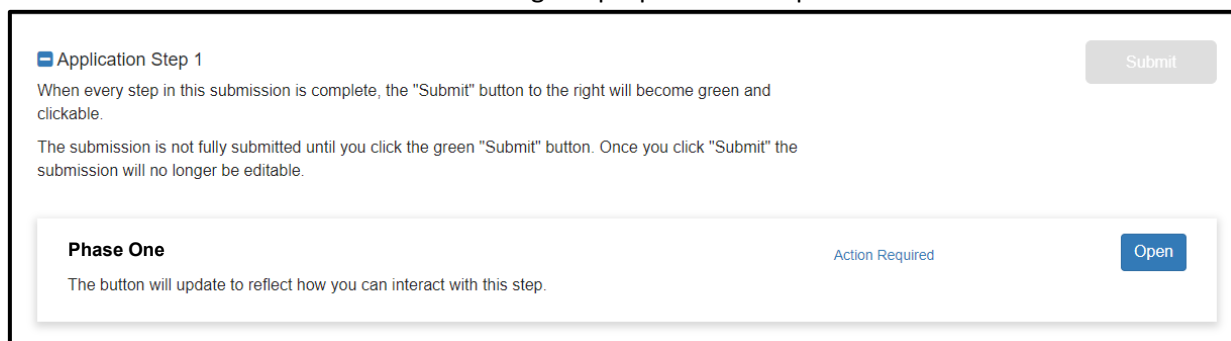
Step 2: Create or Edit a Profile

1. Once you have signed up your email and created a password, you will be directed to the Homepage where you will create your institution profile.
    a. If you have an existing account, you may update your profile at this time.
2. New accounts will start by clicking in on the '+Create a Profile to Get Started' button.
3. Enter all required information.
4. You may save a draft of your profile by clicking on the 'Save Draft' button. Note that you will not be able to start an application without a completed profile.
5. Once you have successfully completed your profile, click the 'Save' button. You will now be able to start your application.
6. You may view or edit your institution profile by clicking on the 'View' or 'Edit' buttons in the Profile box.

Profile		⊘ Complete	👁 View	☑ Edit

7. To navigate back to the Homepage screen from the application at any time, click the blue 'Homepage' button at the top of the screen.

Step 3: Start a New Application

1. To create a new application, click the 'Get Started' button at the bottom of the Homepage.
2. On the screen pictured below, you will select 'Open' to begin filling out your application. A 'View' button will appear once the application is started and can be used to print the application or review it as it would be seen during the proposal review process.

⊟ Application Step 1   Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Phase One   Action Required   Open
The button will update to reflect how you can interact with this step.
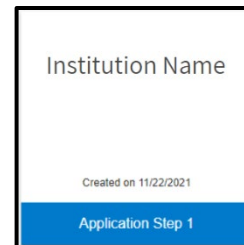
3. You may save a draft of your application at any time by clicking on the 'Save Draft' button at the bottom of the screen.
4. To return to the Application page or Homepage, click on the 'Homepage' or '(Institution Name)' button at the top of the screen.

Step 4: Return to Complete an Existing Application

1. Once you have started an application, you can return to it at any time until the application deadline. To return to an existing application, browse to the following link: **https://webportalapp.com/sp/ideas_applications_2022**
2. Enter your email address and password information and click 'Log In'. You will automatically be directed to the Homepage.
3. When you return, to complete an application, the Homepage view will list your in-progress application. You can continue your existing application by clicking the blue bar titled "Application Step 1".
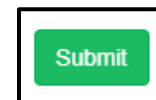4. Click on the 'Edit' button to continue filling out your application.

Step 5: Track Your Progress

1. You can track your application progress on the Homepage of the application. To navigate back to the Homepage from your Profile or Application, click on the blue 'Homepage' text at the top of the screen.
2. If the status bar below your institution name is gray in color, your application is in a review status, and no action needs to be taken at the moment.
3. If the status bar is blue, that means that there is an action/step that you need to take (a form needs to be filled out, etc.)
4. If the status bar is red, that means that there is an error and you should reach out to an administrator of this program.
5. On the application page, an 'Action Required' or 'Completed' notification will also show next to the 'Open' button.

Step 6: Submit Application

1. Once you have completed all required sections of the application, click the blue 'Save' button at the bottom of the screen.
2. Your application status should show as 'Complete' and the 'Submit' button on the application screen will become green and clickable. Once you click the green 'Submit' button, you will no longer be able to edit your application.
3. Your application is not fully submitted until you click the green 'Submit' button.
4. You will receive an automated email confirming the submission of your application.

Contact World Learning for assistance: If you have question or if you need help completing your application, email **IDEAS@worldlearning.org**. Please include "IDEAS Program 2024 Application – [Your Institution Name]" in the subject line.

Appendix B: Phase One Application Template

Below is a template to guide the completion of your Phase One Application for the 2024 IDEAS grant competition. Please note that all information provided in this form will need to be entered into the IDEAS Grant Competition Application Portal. 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

10. Institution Type
    ☐ 2-year
    ☐ 4-year

11. Institution Type
    ☐ Public
    ☐ Private

12. Institution Type
    ☐ Rural
    ☐ Suburban
    ☐ Urban

13. Minority Serving Institution (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

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14. Primary Contact Information

    Please provide the name and contact information of the primary point of contact for this application.

    a. First Name: _____

    b. Last Name: _____

    c. Position Title: _____

    d. Office/ Department: _____

    e. Primary Contact Email Address: _____

    f. 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

2. 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.

   a. *Example 1: the School of Business of X University and the School of Nursing at the same X University may each submit separate proposals.*

   b. *Example 2: within the School of Business of X University, the Marketing Department and Finance Department may only submit one proposal total.*

   c. *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

3. 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 to confirm past grantee status. Choose an item.

4. If so, in what calendar year did you receive this grant?

   Choose an item.

5. 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

6. 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

7. If "other", please briefly describe your project type below.

Click or tap here to enter text.

8. 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

☐ North America

9. 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 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.

10. Do your proposed program activities take place in more than one location?
    ☐ Yes
    ☐ No
11. In how many locations will your program focus in total?
    Choose an item.
    a. In what location is your 2nd program located? Click or tap here to enter text.
    b. In what location is your 3rd program located? Click or tap here to enter text.
    c. In what location is your 4th program located? Click or tap here to enter text.
    d. 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. If applying for a consortium grant, applicants should confirm which consortia member institution(s) are officially recognized as community colleges, which is defined for the purposes of this competition using the Carnegie Classification of Institutions of Higher Education to include Associate's Colleges, which are institutions at which the highest-level degree awarded is an Associate's degree, as well as Baccalaureate/Associate's Colleges, which confer more than 50% of degrees at the associate's level. 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.

[blank response box]

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.

[blank response box]

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.

[blank response box]

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How much funding does your proposal request? Click or tap here to enter text.
Total budget estimate for an IDEAS grant application should not exceed $35,000. Total budget estimate for an IDEAS consortium grant 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

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

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). 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.

If you are applying for a $50,000 IDEAS consortium grant, 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. Additionally, all consortium grant applicants should address how at least $5,000 of the proposed budget will support the development and sharing of resources with the wider U.S. higher education community.

Civil Society, Journalism, and Education

Technology and Innovation

Democracy and Human Rights

Economic Development and Entrepreneurship

Climate, Energy, and the Environment

Global Health

CIVIL SOCIETY, JOURNALISM, AND EDUCATION

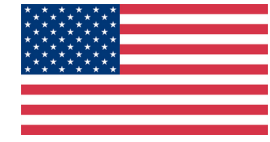**IDEAS**
INCREASE & DIVERSIFY EDUCATION ABROAD FOR U.S. STUDENTS

INDIANA UNIVERSITY, BLOOMINGTON - GHANA

UNIVERSITY OF MINNESOTA - BRAZIL

UNIVERSITY OF SOUTHERN CALIFORNIA ANNENBERG - MEXICO

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Indiana University, Bloomington
Indiana University-Bloomington, School of Education, aims to develop and support a cohort of traditionally underrepresented faculty as study abroad mentors with the goal of better engaging and supporting underrepresented students in study abroad. As part of its IDEAS grant, College of Education faculty mentors will participate in four stages of programming: course development, overseas travel, and overseas leadership before becoming mentors for students participating in the institutions' "Global Gateway for Teachers" study abroad program.

University of Minnesota
University of Minnesota's College of Education and Human Development, in collaboration with TRIO Student Support Services and community partners from Red Lake Nation, aims to increase access to global programming for underrepresented students through its new "Self-Actualizing Study Abroad" program. This program will build on the College's existing partnership with the Universidade Federal of Espirito Santo in Vitória, Brazil, and will explore comparisons between the United States and Brazil on issues such as diversity, indigenous communities, and social movements.

USC Annenberg
The University of Southern California Annenberg School for Communication and Journalism will use its IDEAS grant to develop a dual language, semester-length, hybrid study abroad course in Mexico. The goals of the program are to increase underrepresented student participation and interest in study abroad, to strengthen civil society by training students in international journalism, and to contribute to deeper understanding in reporting on stories involving the United States and Mexico.

TECHNOLOGY AND INNOVATION

IDEAS
INCREASE & DIVERSIFY EDUCATION ABROAD FOR U.S. STUDENTS

TOWSON UNIVERSITY - BRAZIL

NORTHERN VIRGINIA COMMUNITY COLLEGE - UNITED KINGDOM

SUNY ERIE COMMUNITY COLLEGE - ECUADOR

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Towson University

Towson University will create and deliver a 12-day experiential faculty-led study abroad program in Rio de Janeiro and Florianopolis, Brazil targeting underrepresented incoming freshman and transfer students. The program will center on a variety of issues including cyber security and information technology, entrepreneurship and innovation, and infrastructure. Through the lens of comparison between the U.S. and Brazil, students will examine urban development in context through an interdisciplinary framework aligned with U.S. foreign policy goals.

Northern Virginia Community College

Northern Virginia Community College will use its IDEAS funding to create study abroad programming complemented by virtual exchange and community service for students interested in cybersecurity. In collaboration with its partner, Abertay University in Dundee, Scotland, the institution will develop a three-track, eight-week, faculty-led study abroad program, titled "The Ethical Hacking Cybersecurity Bootcamp." This program will be specifically designed for the needs of community college students to ensure affordability and flexibility through virtual, hybrid, and in-person programming.

SUNY Erie Community College

SUNY ECC will utilize virtual reality technology to develop a hybrid faculty-led service abroad program, which will be embedded in a global public health course for health science students. This technology will allow students to participate in the course and complete a service abroad component virtually in Ecuador. By engaging students in international programming around technology, innovation, and global health, SUNY Erie Community College will ensure its students are well-equipped for the global workforce and prepared to tackle pressing health issues in the United States and abroad.

DEMOCRACY & HUMAN RIGHTS

NORTH DAKOTA STATE UNIVERSITY - SOUTH AFRICA, TANZANIA

UNIVERSITY OF WYOMING - BRAZIL

UNIVERSITY OF WISCONSIN, STOUT - COSTA RICA, THAILAND

IDEAS
INCREASE & DIVERSIFY
EDUCATION ABROAD
FOR U.S. STUDENTS

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

North Dakota State University

North Dakota State University will expand study abroad and internship opportunities within the Department of Health, Nutrition, and Exercise Science. The program will establish a network of sport-for-development organizations in South Africa and Tanzania to facilitate study abroad programming and internship placements focused on global health, women's empowerment, and social cohesion issues. Grant funds will be used to identify potential partnerships, perform site visits, and develop a syllabus for a short-term study abroad course.

University of Wyoming

University of Wyoming will establish "Indigeneity in the Americas: Bahia, Brazil," a faculty-led study abroad program bringing undergraduate students and Pataxó Indigenous community members together. Student and Pataxó community member collaboration will facilitate first-hand learning about historical genocide and ongoing erasure, alongside insights into linguistic and cultural reclamation as a human rights issue, and education as a social justice tool. The course will be an important contribution to the institution's goals to expand the geographical reach of its study abroad programs.

University of Wisconsin, Stout

University of Wisconsin, Stout will create a heritage-based faculty-led study abroad program series for students in its polytechnic campus. This study abroad program series will allow students underrepresented in study abroad to explore their identities through programming in destinations relevant to their cultural histories. Programs in Costa Rica and Thailand will focus on exploring heritage, as well as U.S. foreign policy goals of democracy and human rights, including refugees and trafficking of persons. Grant funding will support faculty development of the new programs and site visits.
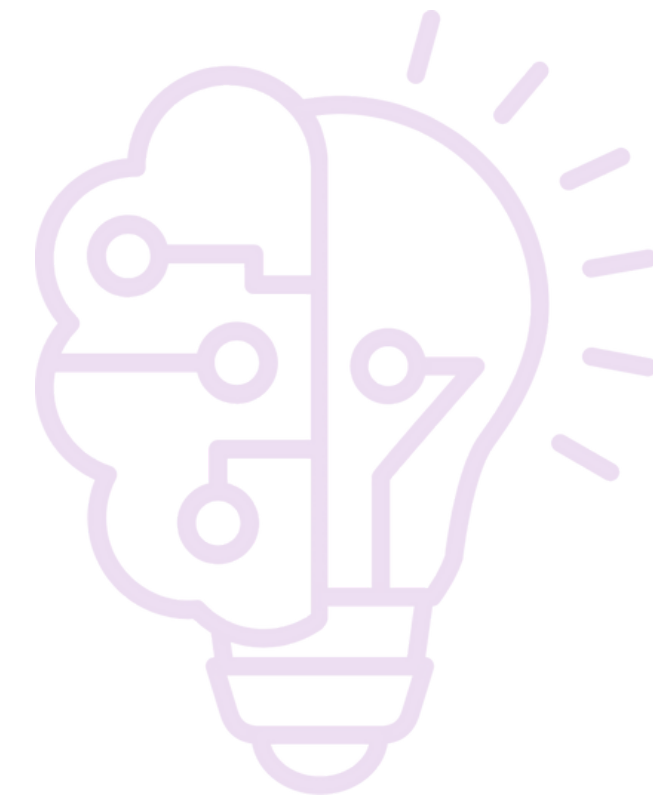
ECONOMIC DEVELOPMENT & ENTREPRENEURSHIP

COLORADO MOUNTAIN COLLEGE - CHILE

COMMUNITY COLLEGE OF BALTIMORE COUNTY - DOMINICAN REPUBLIC, UNITED KINGDOM

COLLEGE OF SOUTHERN NEVADA - GLOBAL

GEORGIA STATE UNIVERSITY - GLOBAL

IDEAS
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EDUCATION ABROAD
FOR U.S. STUDENTS

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Colorado Mountain College

Colorado Mountain College will develop a new long-term study abroad program in Chile. The program will focus on teaching business and recreation industry skills to rural U.S. community college students who otherwise would not consider participating in a study abroad experience. IDEAS funding will support faculty training, exploratory trips to Chile, and curriculum development and materials.

Community College of Baltimore County

A study abroad consortium of six partner community colleges will develop two sustainable faculty-led study abroad programs to the UK and the Dominican Republic. The programs will be designed to expand study abroad access among minority and rural community college students in occupational fields, to allow them to develop global career skills that they can use to support their future careers.

College of Southern Nevada

College of Southern Nevada will launch a new "Global Pathways" program, a two-pronged initiative utilizing a cohort model to empower community college faculty to develop in-person and virtual study abroad experiences. With the development of more faculty-led study abroad programming, the institution aims to increase the number of diverse students engaging in international and intercultural learning and gaining career skills at two-year institutions.

Georgia State University

Georgia State University seeks to address the underrepresentation of African American Males (AAM) in study abroad through a systematic outreach effort utilizing existing structures, partnerships, and networks that support AAM students. The development of AAM faculty and peer advisors as role models will assist in demonstrating to AAM students that study abroad is feasible and will prepare them for careers in a global marketplace.

CLIMATE, ENERGY, AND THE ENVIRONMENT

FOX VALLEY TECHNICAL COLLEGE - THE BAHAMAS

NORTH PARK UNIVERSITY - NEPAL

BENNETT COLLEGE - COSTA RICA, SOUTH AFRICA, TANZANIA,

ELIZABETH CITY STATE UNIVERSITY - BARBADOS, ICELAND

IDEAS
INCREASE & DIVERSIFY
EDUCATION ABROAD
FOR U.S. STUDENTS

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Fox Valley Technical College

Fox Valley Technical College will support a faculty-led, study abroad program for nontraditional students in agriculture and natural resources fields titled "Program to Learn Agriculture and Natural Resources in The Bahamas." The project aims to facilitate experiential learning opportunities for underrepresented students that will foster cultural awareness and knowledge of sustainability, resource management, and agricultural best practices.

North Park University

North Park University aims to expand virtual and in-person abroad options for undergraduate students through partnership with The Green Program, an experiential learning program focused on sustainable development. Grant funding will allow North Park to create an affordable, impactful program in Nepal focused on climate, energy, and the environment and increase the number of students who can access study abroad experiences.

Bennett College

Bennett College, a Historically Black College for women, will launch "Empowering Global Climate Justice Warriors: Increasing HBCU Faculty and Black Women Studying Climate Change Abroad." Bennett faculty will develop study abroad programs rooted in environmental justice and climate change through collaboration and site visits in one of three locations: Costa Rica, South Africa, or Tanzania.

Elizabeth City State University

Elizabeth City State University will create the "International Studies for Disaster Workers" program to provide students with opportunities to work and study abroad to learn best practices in disaster management. With the IDEAS grant, the institution will develop partnerships with international disaster relief organizations, pairing faculty with field professionals to create study abroad experiences for students to Barbados and Iceland.

GLOBAL HEALTH

BALDWIN WALLACE UNIVERSITY - GUATEMALA
HOLLINS UNIVERSITY - KENYA
THE COLLEGE OF NEW JERSEY - INDIA
FLORIDA STATE COLLEGE AT JACKSONVILLE - UNITED KINGDOM

IDEAS
INCREASE & DIVERSIFY
EDUCATION ABROAD
FOR U.S. STUDENTS

USA Study Abroad

World Learning
EDUCATION | DEVELOPMENT | EXCHANGE

Baldwin Wallace University

Baldwin Wallace University will develop a "Computing in Guatemala" program that aims to increase participation of Computer Science (CS) majors at BW in study abroad and expand opportunities for students to study in Central America. CS students will collaborate with a nonprofit organization, Mission Guatemala, to develop, deploy, and maintain a custom medical record software system for the non-profit's health clinic.

Hollins University

Hollins University, a women's college, will expand its study abroad offerings through the creation of programs in Kenya focused on women's rights and public health. These programs will examine comparative health systems between the United States and Kenya and enhance students' knowledge of women's health advocacy in both countries.

The College of New Jersey

The College of New Jersey will advance an existing collaboration between the institution and the Pravara Institute of Medical Sciences in India. The two partners will develop joint curricula, virtual course components, and international faculty-led field experiences focused on global health, which will equip American and Indian faculty and students with comparative nursing, public health, and kinesiology skills.

Florida State College, Jacksonville

Florida State College Jacksonville plans to develop the "Nurses Study and Explore Abroad" project, a project-based virtual and in-person exchange experience. The project will foster the creation of discussions, presentations, and group projects based on the work of global health organizations. Live virtual engagements will allow U.S. nursing students to learn and share best practices and grow to become culturally competent professionals.