



IDEAS Workshops and Virtual Institutes – Frequently Asked Questions

The following is an account of relevant questions and answers from the IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program regarding the [2024 Request for Proposals for IDEAS Workshops](#) and the [Request for Proposals for IDEAS Virtual Institutes](#).

1. What costs should we include in the budget?

A1. Eligible costs include personnel (salary and wages), fringe, consultants (speaker stipends/honoraria), direct costs such as audiovisual support and video editing (all workshops and virtual institutes), as well as room rental, supplies, and catering (in-person workshops only.) Applicants may include indirect costs in alignment with their institutional policies.

2. What form can cost-share take?

A2. Cost-share may take many forms. The most common cost-shared budget items include salary, fringe, and indirect costs. For in-person events, it may include room rental or other on-site expenses. Cost share is appreciated, but not required.

3. Can hosts charge a registration fee?

A3. No, all IDEAS events are free to attend. Any participant costs, including catering and supplies for in-person workshops, should be accounted for in the budget.

4. For in-person workshops, does the host pay for the hotel for attendees?

A4. No, the IDEAS Program will offer travel stipends of up to approximately \$800 to participants who need financial assistance to attend, which may be used to cover hotel, flight, and other travel costs. However, the host institution is expected to provide recommendations of up to three local hotels that the IDEAS Program may contract with for a room block.

5. Can we increase the participant number?

A5. IDEAS workshops and virtual institutes are designed to be smaller, interactive opportunities, so the number of workshop participants should be approximately 50 and the number of virtual institute participants should be approximately 30. During the event planning phase, the IDEAS Program has worked with some hosts in the past to allow additional host-institution staff and faculty to participate in and benefit from selected training activities. The IDEAS Program can discuss this possibility with future hosts once selected, but all proposals and budgets should be for 50 participants for workshops or 30 participants for virtual institutes. All slide decks and resources will be available in the IDEAS Program [Library of Resources](#) after the completion of the workshop, for any interested participants who are unable to attend.

6. Can a university system apply?

A6. If the university system is accredited, yes. If not, the application will need to identify a primary host institution, and should note that the application is supported by the university system of X.

7. Can a professional association apply? If not, may the organization act as a subcontractor on an institution's proposal?

A7. No, only accredited higher education institutions based in the United States may apply. Yes, professional associations, external consultants, or other institutions may be included as subcontractors.



8. In the scoring rubric, one of the items applications will be judged on is expertise – does this mean if our institution is still developing expertise in the selected topic, our application will be scored lower?

A8. No, applicants are encouraged to share their own expertise in the *content area* as well as invite outside speakers (from other U.S. or international institutions and/or organizations) to supplement areas where the host is still developing content knowledge. Expertise also applies to *hosting logistics* – applicants are encouraged to include relevant examples of successful past events to demonstrate their experience with hosting events in the selected format (virtual or in-person.)

9. Is there any evaluative criteria on including external partners?

A9. External partners are not required but are welcome and encouraged. External partners should bring in diverse perspectives and/or expertise to supplement that of the host institution. Any partners and their contributions to the proposed content will be evaluated on the same criteria as the primary host institution. The majority of content should be developed and delivered by U.S. college and/or university representatives.

10. In the scoring rubric, it notes that states with lower study abroad numbers will receive an additional five points – is that any state with less than the national avg of 0.83 %?

A10. The IDEAS Program considers states or territories that are ranked in the bottom third of study abroad participation according to the most recent Open Doors report to be states with low study abroad participation. Applicants can view their Open Doors state fact sheets at https://opendoorsdata.org/fact_sheets/state-fact-sheets/. If the primary applicant institution is in a state or territory with a U.S. study abroad ranking of 36 or higher, the application will be considered to be from a state with low study abroad participation and will receive five additional points.

11. Who is responsible for marketing and promotion?

A11. The IDEAS Program manages marketing and promotion, but we do also ask that hosts share with their own professional, academic, and/or regional networks.

12. Are post-workshop surveys available?

A12. Yes, you can view sample questions [here](#).