

**Request for Proposals for**

**Global Scholars Program**

**Columbia University**

**RFP Due Date: January 31, 2020**

Columbia University is committed to educating and empowering students to cultivate new knowledge and gain the skills needed to be active and informed citizens of our global community. Central to this commitment are curricular innovations to provide students with educational opportunities that provide intellectual rigor, cultural immersion, and personal, academic, and professional growth.

The Columbia University Global Scholars Program (GSP) offers undergraduates a unique hands-on international research experience in topics of transnational importance using social science, humanities, and scientific frameworks. Global topics are explored through interdisciplinary approaches and investigated abroad, giving students first-hand opportunities to understand and compare how local communities approach these issues.

GSP was launched in 2012 as a pilot program by the Weatherhead East Asian Institute, with generous support from the President’s Office. In 2017, it transitioned to a joint initiative between the Center for Undergraduate Global Engagement (UGE) and Columbia Global Centers. Led by one or more faculty members with relevant regional and disciplinary expertise, previously funded program topics have included the following: Environment and Urbanization (China/India), Pathways to Development (China/Chile), Contemporary Cities of Eurasia (Germany/Russia/Mongolia/China), [Media Practices in India and China](http://weai.columbia.edu/global-scholars-program/global-scholars-program-2017/), Latin American Cities (Cuba/Panama/Brazil/Argentina), Adaptation to Changing Climates (China), Islam and the Modern World (Tunisia/Morocco), Sustainable Development and Climate Change in Sub-Saharan Africa (Rwanda/Kenya), and Global Behavioral Science Scholars Program (UK/France).

This RFP invites applications for the two-part curriculum to begin as early as spring 2021.

**Who is eligible to apply?**

Columbia’s Officers of Instruction are eligible to apply, to include: faculty members with full-time and part-time professorial titles, modified or unmodified; lecturers; and instructors. Faculty from all of Columbia’s schools, including Barnard College, are eligible to apply.

Up to two faculty members may collaborate on this program. One faculty member should be prepared to assume primary scholarly, administrative, and financial responsibility for the program.

**What is the Global Scholars Program?**

The following are hallmarks of the GSP:

* Columbia faculty provides a thoughtful and creative two-part curriculum that provides a unique global learning experience to undergraduate students by introducing course themes as part of an on-campus course, which provides a foundation for a meaningful hands-on international experience abroad during the summer, winter, or spring break,
* Engages one or more of Columbia’s Global Centers (Amman, Jordan; Beijing, China; Istanbul, Turkey; Mumbai, India; Nairobi, Kenya; Paris, France; Rio de Janeiro, Brazil; Santiago, Chile; and Tunis, Tunisia). Projects may be based in a city where a Columbia Global Center is located, or in other locations in the regions served by a Global Center,
* Exposes undergraduate students from Columbia College, the School of General Studies, the School of Engineering and Applied Sciences, and Barnard College to key policy makers and thought leaders abroad,
* Includes appropriate learning goals and methods of assessing student progress,
* Provides realistic budgets that effectively leverage the available funding.

Faculty based in the professional schools who don’t normally teach undergraduates are encouraged to consult with a relevant Arts & Sciences department to ensure alignment with the undergraduate curriculum.

**What kind of funding is available?**

All GSP awards will be made on a competitive basis. Award amounts will be determined individually by the program. Each program may apply for up to $100,000 that supports student scholarships ($60,000); some course development and administrative expenses may be included ($40,000).

**What is required to apply for funds?**

To be considered in this competition, applications for funds must be received by the above application deadline.

In developing proposals and budgets, applicants are required to consult with:

* The Center for Undergraduate Global Engagement (UGE) for guidance on completing the GSP proposal including the roles and responsibilities of the faculty, UGE, and CGC with regard to budgeting, student outreach and advising, and global education resources. If the proposal is funded, course syllabi must be reviewed and approved by the relevant Committee(s) on Instruction. In the case of the overseas component, the full itinerary must be reviewed and approved by the [Undergraduate Travel Review Committee](https://www.cc-seas.columbia.edu/travelpolicy/travelprograms).
* The director(s) of the relevant Global Center(s) to assess project feasibility and engagement with the Center, prior to submission.

Applicants are required to submit proposals using an online form that will collect basic information about their proposal, including a 300-word executive summary, and will require the upload of the following documents in a single PDF file:

* Proposal (not to exceed 5 pages) that includes course descriptions (term to be offered and intended number of credits), learning goals and intended outcomes for the courses and for the international sites to be visited, descriptions of the collaboration with relevant Global Centers and/or other proposed partners, and the target student audience.
* Letter(s) (required) from the relevant Dean(s) and/or Department Chair(s) outlining support for the faculty to teach the on-campus course as part of the regular course load as well as departmental support to sustain ongoing global opportunities for undergraduates.
* Brief biographies of the Faculty Director(s) and, if relevant, of graduate student assistant(s).
* Detailed preliminary budget with expense categories (see attached budget guidelines for example categories)

**How will proposals be reviewed?**

Proposals will be reviewed by a committee of faculty representing a range of disciplines and schools, who will submit the results of their review to the Provost, the Vice President of Undergraduate Education, and the Executive Vice President for Global Centers and Global Development.

Special consideration will be given to proposals that demonstrate the following:

* Serve diverse populations of students.
* Expand curricular offerings.
* Sustain ongoing global engagement opportunities for undergraduates.

GSP funds are competitive, and the RFP may result in more applications than can be supported.

**What is required of grantees?**

Faculty receiving awards will be expected to:

* Teach the first course on the Morningside campus as early as Spring 2021 and lead the overseas component
* Be fully engaged with the Center for Undergraduate Global Engagement and Columbia Global Centers in developing and preparing for the overseas component
* Provide full reporting of funds spent (unspent funds must be returned)
* Agree to share their work in the appropriate forums

**Submission**

Applicants are required to submit the entire application using the online form by the stated deadline. The link to the form follows below:

<https://www.cognitoforms.com/ColumbiaUniversity3/GlobalScholarsProgram2021>

For your reference, budget guidelines and a preview of the online application form are attached at the end of this RFP.

**Contacts**

For further information about the Global Scholars Program applications, details about the program, or eligibility questions, please contact: Fay Ju, Associate Dean, Center for Undergraduate Global Engagement, [fjj1@columbia.edu](mailto:fjj1@columbia.edu), 212-854-6333.

Overviews of each Global Center and contact information for each Center Director can be accessed in the [appendix](https://globalcenters.columbia.edu/sites/default/files/content/NYC/PGIF/2020/Columbia%20Global%20Centers%20-%20Appendix%20to%202020%20GSP-PGIF.pdf). For further information related to the Columbia Global Centers, please contact: Paul Hersh, [phh2114@columbia.edu](mailto:phh2114@columbia.edu), 212-851-4017.

For technical questions about completing or submitting the online application form, please contact [ovpap@columbia.edu](mailto:ovpap@columbia.edu), 212-854-7165.

**Application Materials for**

**Global Scholars Program RFP 2021**

**Budget Request Guidelines p.6**

**Preview of Global Scholars Program Online Form p.8**

**Global Scholars Program**

**Columbia University**

**Budget Request Guidelines**

**RFP Due Date: January 31, 2020**

**Program Title:**

**Lead Faculty Director:**

**PRELIMINARY BUDGET & NARRATIVE FOR OVERSEAS COMPONENT:** *Please provide a preliminary budget that incorporates how the funds received from the Global Scholars Program award will be used and a short budget narrative. The budget and narrative should address assumptions about the length of the program, the intended number of credits offered, student enrollments, instructional and program staffing, and other expenses needed to support the program.*

After the awardees have been selected, the faculty directors will work with UGE to update budgets, align with current practices and policies, and to finalize the student program fees.

**Budget Guidance:**

**Student Program Fee for Overseas Component:**

Each student will be charged a program fee to participate in the program. The Center for Undergraduate Global Engagement will provide guidance on the appropriate program fee. The program fees collected for all students along with the GSP award and any other available funding identified (see below) is expected to cover the full program expenses. The GSP award is expected to provide partial or full scholarships to help offset the cost of participation for students with demonstrated need.

**Other Available Funding:**

In some cases, the faculty members or the departments contribute additional funds to the program budget that help to offset program-related expenses or to help cover additional out of pocket expenses that students incur which are not covered by the program such as international flights, meals, or personal expenses.

**Faculty Compensation:** The on campus course is not funded by the grant as it is considered part of the normal teaching load. The grant covers the overseas teaching component.

Up to two faculty can teach the credit-bearing overseas component. For a preliminary budget, please use the following which is based on the current Summer Faculty Compensation for UGE organized courses. If the proposed overseas component is not a full course and/or is shorter than 6 weeks, then the compensation will be adjusted accordingly.

**For instruction:**

Columbia or Barnard faculty (full-time): The salary is 1/9 of the 2020-21 salary. For the preliminary budget below, please include 1/9 of your current salary. The minimum salary for teaching the overseas course is $10,000. Before salaries are finalized in the budget, UGE will confirm salaries with Arts & Sciences and Barnard. Faculty from outside the Arts & Sciences will need to provide documentation of 2020-21 salary or provide a school contact who can confirm salaries before salary is finalized.

Columbia or Barnard faculty (part-time) or faculty without Columbia or Barnard affiliation: $7,500 or the customary local rate if hired locally in-country.

**For administration:** $4,000 is allocated for the administrative responsibilities of managing an overseas program and onsite student support. This amount may be shared between two faculty members relative to their efforts.

**Graduate program assistants:** $4,875 is provided to graduate students who assist with administrative responsibilities abroad including student support.

Travel and lodging expenses for faculty and any graduate program assistants for the overseas portion of program should be included in the budget.

**BUDGET TEMPLATE**

Please visit the following link to download the budget template: <https://www.dropbox.com/s/v4jnnje1p30vs56/GSP%20RFP%20Summer%202021%20Budget%20Template.xlsx?dl=0>





 