

**Request for Proposals for**

**Global Scholars Program**

**Columbia University**

**RFP Issue Date: December 5, 2018**

**RFP Due Date: February 5, 2019**

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) is a model for such curricular development. The 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 in more than one location, 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 Office of Global Programs 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, Pathways to Development, Contemporary Cities of Eurasia, [Media Practices in India and China](http://weai.columbia.edu/global-scholars-program/global-scholars-program-2017/), Latin American Cities, Adaptation to Changing Climates, and Islam and the Modern World. GSP courses that explore transnational themes, to include interdisciplinary approaches, and to consider more than one region of the world are encouraged.

**What is the structure of the GSP academic program?**

The GSP academic program is comprised of a two-part curriculum. It starts with an on-campus **three- or four-point** course held in the Spring which introduces students to the course themes. It is usually followed by a five-point Summer course that is taught overseas, **usually over five or six weeks.** While abroad faculty and students continue the study of the themes in specific locations abroad, and leverage the expertise, resources, and cross-regional networks of one or more of Columbia’s nine Global Centers. Programs must engage 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).

Both the Spring and Summer courses are led by Columbia faculty members. Participating students have the opportunity to augment their coursework by interacting with key actors engaged in specific regional issues: important leaders from government, business, and civil society, as well as ordinary citizens.

It is open to a limited number of undergraduates from Columbia College, the School of General Studies, the School of Engineering and Applied Sciences, and Barnard College.

This RFP invites applications for the two-part curriculum to be taught in Spring and Summer 2020.

**What are the elements of a successful program proposal?**

Programs will be evaluated on the thoughtfulness and feasibility of learning goals and outcomes of the two interrelated courses.

Successful applications will:

* Propose a thoughtful and creative two-part curriculum that introduces undergraduate students to the course themes and provides meaningful hands-on international research experience. Explore transnational themes and consider more than one region of the world
* Engage 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.
* Forge collaborations with students, faculty, researchers, artists, and institutions abroad
* Include appropriate learning goals and methods of assessing student progress
* Provide realistic budgets that effectively leverage the available funding

**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 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).

There will be an annual RFP process. It is expected that two programs will be funded each year through summer 2021.

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

To be considered in this competition, applications for funds must be received by February 5, 2019.

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

* The Office of Global Programs for guidance on completing the GSP proposal including the roles and responsibilities of the faculty, OGP, and CGC with regard to budgeting, student outreach and advising, and global education resources. If the proposal is funded, the full syllabi of both courses must be reviewed and approved by the relevant Committee(s) on Instruction. In the case of the summer course, 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, 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) of support (required) from the relevant Dean(s) and/or Department Chair(s)
* 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.

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 in Spring 2020 and the course abroad during Summer 2020
* Be fully engaged with the Office of Global Programs and Columbia Global Centers in developing and preparing for the summer course abroad
* 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 February 5, 2019. The link to the form follows below:

<https://www.cognitoforms.com/ColumbiaUniversity3/GlobalScholarsProgram2020>

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, Office of Global Programs, [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/2019/Columbia%20Global%20Centers%20-%20Appendix%20to%202019%20PGIF-GSP.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 2020**

**Budget Request Guidelines p.6**

**Preview of Global Scholars Program Online Form p.7**

**Global Scholars Program**

**Columbia University**

**Budget Request Guidelines**

**RFP Due Date: February 5, 2019**

**Program Title:**

**Lead Faculty Director:**

**PRELIMINARY BUDGET & NARRATIVE:** *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, student enrollments, instructional and program staffing, and other expenses needed to support the program.*

**Budget Guidance:**

**Student Summer Program Fee:**

Each student will be charged a program fee to participate in the program. The Office of Global Programs 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:** Up to two faculty can teach the credit-bearing summer course.

**For instruction:**

Columbia or Barnard faculty (full-time): The salary is 1/9 of the 2019-20 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.

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:** $3,250 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 summer 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/mz3k09o25bm38v4/GSP%20RFP%20Summer%202020%20Budget%20Template.xlsx>







