



## Application - Internationalization Grant

**Instructions: Complete this application, print it, sign it and have your Dean or Director sign it. The hard copy original signed application must be received by Maxine Stewart, Administrative Assistant to the Dean, International Education, by 4 pm on the deadline date. Please follow up the original application with an e-mail version.**

**Please respect the word count maximums and do not attach any supporting documents.**

Name: [Click here to enter text.](#) Faculty or Area: [Click here to enter text.](#)

I am applying as  an individual or  as part of a team. List Other Team Members: [Click here to enter text.](#)

### Employment Affiliation

BCGEU  VIUFA

### Previous Funding

I have received an Internationalization Grant in the past.  I used the grant. Year: [Click here to enter text.](#)  
Purpose: [Click here to enter text.](#)

### Proposed Activities

**Summarize** what you plan to do and **how it relates to the program goals.** This brief summary will be uploaded to the web for reporting purposes if you are a successful applicant. **(25 word maximum):** [Click here to enter text.](#)

Describe what want to do – why, how, when, where, and what? **(200 word maximum)** [Click here to enter text.](#)

What are the expected results of your proposed activity? **(100 words maximum)**

Describe the planning, relationship-building or research you have done to prepare for your proposed activity. Include any involvement with VIU's on-campus International Education activities. If you are applying for a release, include a description of the departmental/faculty agreement you have for the release. If one member of a team will receive the release, how has that decision been made and approved? **(200 words maximum)** [Click here to enter text.](#)

Describe how your proposal will support internationalization at VIU **(200 words maximum)** [Click here to enter text.](#)

Describe how your proposal will contribute to the work of your department or area? **(200 words maximum)** [Click here to enter text.](#)

**Budget**

Item	Amount	Explanation
VIU Faculty Release – Note – Release time, if approved, will only be reimbursed at the actual cost of replacement	Click here to enter text.	Click here to enter text.
Other Human Resources	Click here to enter text.	Click here to enter text.
Materials and Resources	Click here to enter text.	Click here to enter text.
Printing, publishing, communications	Click here to enter text.	Click here to enter text.
Other (describe)	Click here to enter text.	Click here to enter text.
Total cost of the proposed work	Click here to enter text.	Click here to enter text.
VIU Research Funds	Click here to enter text.	Click here to enter text.
Pr-D Funds	Click here to enter text.	Click here to enter text.
Personal Funds	Click here to enter text.	Click here to enter text.
Other funds (describe)	Click here to enter text.	Click here to enter text.
Amount requested from this program	Click here to enter text.	Click here to enter text.

**Note: the budget should balance – the cost of the activity should be equal to what you are asking for from this fund and the other funds that will be used.**

**Commitment**

- I will use any funds provided by this program only for the proposal described above.
- I agree to e-mail a report of my activities to the Faculty of International Education within 3 months of completion. The report will describe the activities and evaluate the contribution to internationalization at VIU. I understand that my report will be uploaded to the web for public perusal.
- I agree to share my experiences and learning with the VIU community during an activity organized by the Faculty of International Education, most likely during International Education Week in November or International Development Week in February.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean or Director's Approval**

- I have reviewed this proposal and support it.

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_