



# Global Education Committee

SCHOOL OF EDUCATION

UNIVERSITY OF WISCONSIN-MADISON

## Global Education Committee Call for Faculty and Staff Seed Funding

### Call for Application | Academic Year 2024-2025

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The School of Education (SoE) Dean's Office has provided the Global Education Committee (GEC) with seed funding to encourage the development of global collaborations, research, and/or creative endeavors that will benefit students, faculty, and staff in the School of Education. This allocation is not intended to support existing programs, but to offer and/or develop new initiatives that will prepare our students for a world that is diverse, global, and interconnected.

The GEC is particularly interested in supporting proposals that will benefit stakeholders throughout the School rather than proposals that just benefit a few individuals and will prioritize proposals that have the potential to lead to ongoing research or collaboration. Examples of the kind of projects that are eligible for funding or partial funding include (but are not limited to):

- Hosting a guest speaker
- Bringing a scholar to campus to work on a grant
- Piloting a component of a research project

The GEC invites proposals from faculty and staff in the School of Education that further the goal of global education. The Global Education Committee will review applications at its monthly meetings beginning in September and will award funds on a first-come, first-served basis. Proposals will be continually reviewed until the allotted annual funds have been expended. Awards are typically no more than \$1,500. Applications are due the last Friday of the month between August and April. They will be reviewed at the upcoming Global Education Committee meeting, which is held the first Thursday of the month. Please note that Seed Funding is not awarded May-August.

### PROPOSALS

- Proposals should be brief, no more than 2 pages, and should specifically explain the proposed activities and how they will benefit multiple stakeholders and global education at UW-Madison.
- If the proposal involves outgoing international travel, please follow the campus International Travel Policy (<https://internationaltravel.wisc.edu/travel-policy/>). If necessary, briefly outline the steps taken to apply for a Travel Warning Waiver Request or provide an overview of when you plan to apply for a Travel Warning Waiver Request.
- Proposals should include a budget detailing how requested funds would be spent.

- If the proposal includes airfare, lodging, per diem, etc., please use the appropriate UW-Madison Business Services resources to get a cost estimate: <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>. Please review the travel “Policies and Procedures” at the bottom of the referenced website. UW-Madison contracts with Fox World Travel and Concur for authorized travel. Award recipients who will be traveling outside the U.S. as part of the funding request must purchase CISI Travel Insurance.
- Although there is no specific dollar limit on the proposals, the GEC anticipates funding will not exceed \$1,500 per proposal/project.

## PLEASE NOTE

- All events/projects must take place AFTER the Global Education Committee meeting date in which they are approved.
- Funds must be expended and all receipts for reimbursement submitted no later than 90-days following the travel (as per UW-Madison policies).
- All travel must adhere to UW-Madison travel policies which can be referenced here: <https://businessservices.wisc.edu/travel-reimbursement/planning-a-trip/>
- Award recipients who will be traveling as part of the funding request must purchase CISI Insurance.
  - Information on CISI can be found here: <https://internationaltravel.wisc.edu/international-travel-insurance/> (Policies are approximately \$29.50 for two weeks of travel.)
  - Information on enrolling in the program can be found on the Business Services site: <https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-health-insurance/>
- Award recipients must turn in a brief report within two weeks of event/project/activity completion. Photos from the event/project/activity are appreciated. These may be used in School of Education updates.

*In evaluating the merits of each proposal, the GEC will consider the following criteria:*

- Potential contribution to diversifying a global perspective within the School of Education
- Potential for long-term research or collaboration
- The number of UW-Madison students, faculty, and academic staff who will benefit from the activity.

## SUBMISSION OF PROPOSALS

- Send proposals to the Global Engagement Office email account [global@education.wisc.edu](mailto:global@education.wisc.edu). This email account is monitored by the Global Engagement Office Associate Director and Coordinator.
- Monthly deadlines for proposals are the last Friday of the month between August and April.

## NOTE ON TRAVEL ADVISORIES

Travelers are encouraged to review the Centers for Disease Control and Prevention’s Travel Health Notices: <https://wwwnc.cdc.gov/travel>.

The U.S. Department of State also offers ongoing updates on travel to and from the U.S.:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/requirements-for-air-travelers-to-the-us.html> and <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>.