

## **GUIDELINES FOR PROPOSAL SUBMISSION UTK INTERCULTURAL AND INTERNATIONAL INITIATIVE (QEP)**

As part of the Quality Enhancement Plan's Intercultural and International Initiative, the Chancellor calls for proposals from University Faculty, Staff and registered Student Organizations for special projects explicitly designed to improve undergraduate education and further one or more of the action goals of the QEP. These goals include:

1. Improving Faculty Capacity and Engagement in International and Intercultural Education.
2. Transforming the Undergraduate Curriculum to enhance International and Intercultural content.
3. Bringing the Intercultural/International World to the University.
4. Taking the University to the World.

For further information, please refer to online QEP documents on the Chancellor's website.

Examples of appropriate projects might be speakers, program events, conferences, travel to negotiate formal relationships with cooperating institutions of higher learning in other countries, etc.

Proposals for projects to be carried out between Fall 2008 and Summer 2009 may be submitted throughout the year, with awards announced beginning in September. Proposals must clearly relate to the stated goal of the QEP to enhance undergraduate education in terms of intercultural and/or international awareness and engagement.. Proposals should be submitted at least two months prior to the start date for the project. The QEP Awards Committee will consider proposals monthly. Grants of up to \$5000 will be awarded and may be spent for any non-salary expenses as long as the outcomes will further the needs of the project as described in the proposal. It is expected that proposed projects will seek matching funding from appropriate sources (e.g., departments, colleges, CIE).

Each proposal must include:

- (1) Cover sheet
- (2) A project narrative of no more than 1500 words.
- (3) An itemized budget for the amount requested.
- (4) Any documentation of contact with International/Intercultural institutions.
- (5) Vita of the applicants (5 pages or fewer).
- (6) Endorsement letters from both Department Head and Dean.

Please submit an electronic copy to Dr. Sarah Gardial: [sgardial@utk.edu](mailto:sgardial@utk.edu).

Cover Sheet  
for  
**INTERCULTURAL AND INTERNATIONAL INITIATIVE (QEP) PROPOSALS**

2008–2009

Name \_\_\_\_\_ Title \_\_\_\_\_

Department \_\_\_\_\_ Email: \_\_\_\_\_

Budget Account No.: \_\_\_\_\_

Title of Proposal: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Current matching support committed from other university or external sources:

Source	Amount	Title
_____	_____	_____
_____	_____	_____

Proposals for matching funding under consideration by other university or external sources:

Source	Amount Requested
_____	_____
_____	_____

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Department Heads and Deans should attach endorsements. The Dean's office should forward the copies to Dr. Sarah Gardial, 529 Andy Holt Tower.