OSU China Gateway Faculty Travel Grant RFP

1. **Purpose:** The goal of OSU China Gateway Faculty Travel Grant is to encourage faculty to **explore potential programs or partnerships** in China. With thousands of growing opportunities, China is eager to seize leading technology, experience and talent from the United States. We hope this grant incentivizes our faculty to become involved in the cooperation and collaboration between The Ohio State University and institutions, colleges, corporations and the public sector in China. Eligible applicants are invited to submit a pre-proposal and travel plan. Selected pre-proposals will be considered for further development and subsequent funding. The China Gateway Office will select plans and proposals that address priority issues and have the potential to become successful collaborations that support the development of sustainable programs. **Up to ten** travel grants of $1,000 each will be awarded in FY 2018.

2. **Applications:** This grant seeks to fund trips for exploring study abroad programs, educational partnerships, research partnerships, and organizing international workshops and conferences in the specific fields of health, engineering, business and education. Other fields are also acceptable if they are related to a discovery theme.

3. **Eligibility:** Applicants must be an individual or a team led by a **current full-time or part-time Ohio State faculty member, staff member or lecturer**. Grants are intended for **new programs and initiatives** with a clear purpose based on demonstrated need and comprehensive planning, where partnerships are very likely to be established and early successes can be forecasted. The grant may be used by all members in the applicant team.

4. **Funding Period:** Duration of grant can be up to a year from the date the proposal is accepted. Grantees must plan to **spend all grant funds during the grant period**. For the first year, the anticipated project timeline for Year 2018 is January 1, 2018 – June 30, 2018. Travel can occur after June 30, 2018 but the expenses must occur before June 30, 2018.

5. **Use of funds:** Grant funds are limited to 1) direct travel expenses, such as travel/accommodation, food and meals associated with travel time (limited to per diem rate for dates of travel and excludes alcohol), visa/passport expenses, and mileage—at or below alternative transportation costs, and 2) activities related to programs and partnerships, such as meeting room rentals and small gifts.

6. **Selection and Timeline:**

a) **Selection Process—** Pre-Proposals will be evaluated by the Global Gateway Office and the China Gateway Office based on quality of responses to questions posed on the narrative template. A travel plan is also required. Audio conference will be arranged by the China Gateway Office for selected applicants to discuss their project in detail. Supplementary material may be requested. After being selected by China Gateway office, a 3-page proposal will be requested to demonstrate the detailed project.

b) **Award Timeline**

11/1/2017	Pre-proposal submissions due
11/20/2017	Start to arrange audio conference
12/10/2017	Final proposal due
12/31/2017	Grants made
1/1/2018	Funding period begins

7. **Final Report:** A follow-up report is due within 30 days of arriving back in the United States. A template will be provided, and after its submission, you will receive confirmation that all requirements of the travel grant have been fulfilled. [For promotional purposes, please include high quality pictures and a one paragraph blurb about the program or the trip.]

8. **Pre-Proposal Instruction and template—** A complete pre-proposal application package consists of two sections: the **cover page** (attached) and a **2-page narrative**. The narrative must be typed in 11-point Arial or Calibri font, single-line spacing, and 1-inch page margins. Charts, tables, and graphics may be used in the narrative but will be included as part of the **3-page limit**. Do not use a table of contents page or divider pages.

Narratives should include the following information:

1. **Statement of the project—** Explain the nature, scope and significance of the collaborative opportunity. Include the rationale to support this conclusion and the need for the proposed program or partnership with China.
2. **Proposed Program/Initiative—** Evaluate the feasibility of the collaborative opportunity. Explain how the program/partnership will benefit program participants and have a positive impact on all participants and their institutions. Describe the intended approach, target audience, and initial and potential program/partnership reach. Indicate why the audience is ready for or interested in the program/partnership and why the timing is right for the proposal.
3. **Outcomes and Impacts—** Clearly describe potential short-term and long-term impacts on the community and any research, teaching, service, and scholarship outcomes. Please include metrics for measuring these outcomes.
4. **OSU Team Members and Qualifications—** Document capacity to execute the

proposed initiative. Identify members of the core team, including existing or desired OSU and/or external members. Briefly discuss each member's role, capabilities and qualifications. Include experience relevant to the proposed project.

5. **Chinese Partners—** Provide general information concerning Chinese Partners. Address whether the relationship with the Chinese partner is proposed, emerging or established. Discuss the Chinese partners' anticipated involvement.
6. **Funding Request and Budget Narrative—** Based on the travel plan, provide budget estimates that include cost share and additional sources of funding.

NOTE: Pre-Proposals exceeding the page limit will not be reviewed. Submit the complete application package as a single PDF. Any non-electronic documents should be scanned and added to the PDF copy. Email the complete application package to **china.gateway@osu.edu** by COB on November 1, 2017.