

MIAMI UNIVERSITY
OFFICE OF INTERNATIONAL EDUCATION

**Philip and Elaina Hampton Fund for
Faculty International Initiatives
Fall 2009**

The Fund

The Fund was created by a generous gift from Philip and Elaina Hampton. Grants provide support for Miami faculty eager to gain international experience and expertise and strengthen the global dimension in their teaching and scholarship. Individual grants typically range between \$1500 and \$3000.

General Guidelines

1. Proposers must be full-time tenured or tenure-track faculty. Visiting faculty members in any category are not considered. Preference is given to the following:
 - Faculty with limited international research experience
 - Faculty submitting a Hampton proposal for the first time
 - Faculty proposing a new initiative at a location not previously visited by the researcher or other facultyFaculty seeking continuing funding for projects already supported by Hampton are not eligible to apply.
2. Proposed projects must have a clearly defined instructional objective in keeping with the overall goal of increasing the capacity of students to function in a global and multicultural environment. Projects crossing departmental and divisional lines are encouraged.
3. The proposer must describe an outcome that can be accomplished within a specific time frame. Grant accounts remain open for an 18-month period beginning on the award date, but brief extensions may be later granted by the committee at the request of the recipient.
4. Proposals may receive full or partial funding based on merit and the availability of funds. Proposals may be strengthened if evidence is submitted that partial support has been obtained or is being sought from other funding sources.
5. Applicants may submit proposals that include participation in an academic or professional conference abroad **ONLY** if a significant additional research component is included that requires an extended stay at the same foreign location. Faculty seeking funding only to make a presentation at a conference abroad should apply for funding from departmental, division and International Education sources by using the form available on the International Education website (click Miami Faculty Research and Travel Funding) at www.muohio.edu/international.
6. Hampton funding also supports participation in a CIEE (or other) Faculty Development Seminar (<http://www.ciee.org>), but an additional, significant and related research component will make the proposal more competitive.
7. A new proposal from previous grantee will be considered only if a report detailing the results of that previous research has been received by the Office of International Education. In addition, at least three years must have elapsed from the semester in which a previous grant was awarded before a grantee is again eligible to apply for Hampton support.

Submission of Proposals

Two rounds of competition are held in each academic year. **The deadline for submission of proposals for the Fall 2009 competition will be Monday, October 26, 2009** for projects to be funded beginning in Spring and Summer 2010. (The Spring 2010 deadline for submission of proposals will be Monday, March 15, 2010 for projects beginning in Summer and Fall 2010.)

1. The application for funding is to be submitted along with the **attached** signed cover page containing the name of the applicant and any co-applicants, departmental affiliation(s), the project name and abstract, the dollar amounts requested, and the estimated duration of the project. The cover page should be duplicated for co-applicant(s) and must contain the signatures of the applicant, any co-applicant(s), their respective Department Chair(s), and Divisional or regional campus Dean.
2. The application is to be accompanied by the brief and focused curriculum vita of the proposer(s).
3. **The proposal narrative is not to exceed five double-spaced pages in length.** It must outline the details of the project, **research methodology**, expected outcomes, time frame for completion (including specific dates of overseas travel) and the total projected cost, including travel, living expenses while on site and materials, as appropriate. **Two budgets are to be submitted** as follows:
 - a. The minimum level of support needed to:
 1. achieve the PRIMARY objective; or
 2. complete the initial stage of a multi-stage project extending from one to two years with multiple sources of funding; and
 - b. The level of funding required to accomplish ALL of the goals and objectives outlined in the proposal.
4. If the applicant is not proficient in the language of the country where the research is to be conducted, include a description of the arrangements made to resolve any anticipated language problems.
5. If an essential component of the proposal requires that special arrangements be made for support on site or to meet with individuals in the host country, copies of correspondence or letters of invitation should be included as supporting documentation.
6. The proposer shall provide information on other sources of funding either approved or applied for, and indicate if potential sources external to the university will require matching institutional support.
7. The Department Chair(s) (or Divisional Dean in the case of the Western College Program or appropriate supervisor of the Hamilton or Middletown campuses) of the applicant and any co-applicant(s) is expected to provide a written commentary on the merits of the proposal.
8. Other letters may be submitted, particularly from those who represent constituencies that are most likely to benefit from the completed project, and from those in countries abroad whose support may be needed to carry out the project.
9. **NINE copies** (original and eight photocopies) of the proposal are to be submitted to the Office of International Education not later than 5:00 p.m. on the date when proposals are due (see above). **The photocopies are to reproduce the entire package including the proposal, cover sheet, all supporting documentation, and abridged copies of the curriculum vita. If letters of recommendation are to be submitted separately, it is the applicant's responsibility to make certain that eight copies and the original are provided not later than the deadline for receipt of proposals.** NOTE: Proposals lacking this documentation or the required number of copies will not be submitted to the Reading Committee.

Review Criteria

Proposals are reviewed by the Hampton Reading Committee which is composed of dean-appointed faculty peers from each of the academic divisions of the university. Every effort is made to notify grantees of the award decisions within three weeks of the deadline date. The Provost's Office makes the final decisions. The committee is guided by the following guidelines:

1. Priority is given to research conducted abroad that will directly impact teaching at Miami University. Descriptions of proposed research should indicate if the research will result in the development of new courses with international/comparative content or the strengthening of existing courses.
2. In general, funds will not be allocated for the purchase of equipment and materials except for the reasonable costs of supplies directly related to the success of the specific project.
3. Funds are specifically designated for faculty. Students are NOT supported, nor will funds be provided to cover faculty salaries or departmental costs to reduce or replace a faculty member's teaching load.
4. Travel and support budgets should reflect reasonable travel costs available on the internet (Travelocity) and support costs appropriate for the location where the research will be conducted.
5. Letters of support from abroad demonstrating that the researcher will have access to specific archives or other essential support will strengthen the overall research methodology presented in the proposal.
6. No funding will be provided as "seed money" to establish new overseas exchange programs for faculty or students. Start-up funding for Study Abroad Credit Workshops should be sought from the Workshop Incentive Fund administered by Lifelong Learning (formerly Continuing Education).
7. Partial funding may be available to bring international visiting scholars to the campus in support of a major research project. However, funding to partially support international visiting scholars should be sought from the International Visiting Scholar Exchange Fund administered by Office of International Education.
8. Only under the most unusual circumstances will changes or revisions to the original proposal be accepted after funding has been approved. Requests for changes or revisions necessary to the success of the project must be submitted in writing to the Director for International Education for approval by the Hampton Reading Committee.
9. Except in those cases where it is clear from the proposal that the project may require an extended period of time to complete, it is expected that the amount budgeted will be expended within 18 months of the date when notification of the award is made.

Expectations

Those who receive awards from the Hampton Fund may be asked to share the results of their scholarship with the broader university community by making a presentation at a Faculty Colloquium to be convened at the time when they have completed their projects or have made sufficient progress to report their findings. Such a colloquium will serve to recognize faculty who have received awards, provide a forum to share their scholarship with a wider audience, and help to further publicize the funding opportunities available from this source.

Questions should be directed to:

David J. Keitges, Director of International Education (email: keitgedj@muohio.edu)
Office of International Education, Tel: 529-2528

(Revised April 2, 2009)

APPLICATION COVER PAGE

Philip and Elaina Hampton Fund for Faculty International Initiatives
Office of International Education
216 MacMillan Hall, Miami University

Application Information (If more than one applicant, submit a separate cover page for each applicant)

Applicant's Name: _____ E-mail: _____

Applicant's **MU BANNER** Number: _____

List Co-Applicant(s), if any: _____

Applicant's Department: _____

Project Name: _____

Estimated Project Duration: from _____ to _____

Dollar Amount Requested (minimum budget): _____

Dollar Amount Requested (maximum budget): _____

Project Abstract (in space provided below):

Previous Hampton Awards (Years): _____

Required Signatures:

Applicant: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

Return completed application to: Office of International Education, 216 MacMillan Hall

HAMPTON FUND APPLICATION CHECKLIST

In order for a Hampton application to be considered complete, NINE sets (original plus eight copies) of the FULL proposal must be provided by 5 p.m. on the date proposals are due. No portion of the application (as detailed under "Submission of Proposals") may be omitted or submitted without sufficient copies.

- ***Incomplete applications will not be forwarded to the Hampton Reading Committee.***
- ***Applicants will not be contacted if materials are missing from the file.***

For your convenience, we are providing the following checklist. Please take a moment to complete it before submitting the materials. If you have any questions concerning the status of your application, please contact David Keitges (keitgedj@muohio.edu) *before* the application deadline.

REQUIRED MATERIALS

1. Cover page (original plus nine copies):

_____ Original and nine copies of completed cover page (**using form provided in application packet**).
NOTE: A separate cover sheet must be completed and copied for each co-applicant.

2. Proposal narrative, including each of the following (original plus nine copies):

_____ Project description, including expected outcomes

_____ Discussion of time frame

_____ Budget 1: minimum level of support

_____ Budget 2: optimal/full support

_____ If applicable, discussion of language proficiency and/or how communication is to be conducted

3. Supporting documentation, including each of the following (original plus nine copies):

_____ Letter(s) from collaborator or contact in the host country necessary to complete project

_____ List of other funding sources approved or applied for

_____ Letter of support from Department Chair (or Divisional Dean, as appropriate)
NOTE: It is the applicant's responsibility to provide nine copies of this letter plus the original.

4. Curriculum Vita (original plus nine copies):

_____ Brief, focused CV of the proposer(s)

OPTIONAL MATERIALS

Additional supporting materials may be submitted (e.g., letters from those on campus who may benefit from the project). These materials can only be distributed to the members of the committee if the applicant provides TEN total and complete copies.

Fall 2009 Application Deadline: October 26, 2009