

Title: GSC Curriculum Development Grants for AY2011-2012

Amount of Funding: Awarding three grants per year of up to \$1,000 for faculty from the University of Pittsburgh's professional schools (two grants) and its School of Arts and Sciences (one grant).

Application Deadline: December 1, 2011

Purpose

To provide funding for faculty to create a new course or significantly enhance an existing course with significant coverage of one or more of GSC global themes: global economy, global health, global security and global society. We encourage faculty to incorporate innovative content from more than one discipline.

Eligibility and Funding Priorities

Full-time and part-time tenure-stream, tenured and non-tenure-stream faculty (including lecturers and contract faculty) who are Global Studies Affiliated faculty are eligible (please see the Global Studies Affiliated Faculty list at <http://www.ucis.pitt.edu/global/affiliates.html>). If you not listed and your research and teaching foci relate at least 25 percent to the GSC's themes and use a trans-regional, comparative or interdisciplinary approach to critical global issues within the areas of the economy, health, security and society, please contact Dr. Thomas Allen (tfa3@pitt.edu) to request GSC Affiliated faculty form. The affiliated faculty form must be submitted and a letter of acceptance received prior to submission of the application for funding.

Allowable Expenses

- Airline tickets for international travel outside the US are allowed. (Note that funds will only be approved when a 30-day notice prior to international travel is provided to the GSC.) If airfare is a part of your budget, include a fare quote from a travel agent or travel website. Generally, tickets should be purchased on US carriers, with the exceptions of select countries indicated in the Fly America Act. For an up to date list, please see the US GSA Airline Open Skies Agreements. at <http://www.gsa.gov/portal/content/103191>.
- Food, lodging and incidental expenses will be reimbursed (actual expenses with receipts) to a maximum equal to the US Department of State per diem rate if related to participation in a meeting/conference or travel for the purpose of curriculum development. (See <http://www.pts.pitt.edu/Travel/common/perdiem.html>)
- Copy and duplication costs.
- Visa expenses.
- Acquisition of special instructional materials (e.g., databases, monographs, periodicals, films or electronic media).
- Bibliographic searches.
- Writing and production of original resource materials, exercises or handbooks.
- Payments to students for assistance with any aspect of course development.

Monies for the international travel grants are available through GSC's Title VI National Resource Center award from the U.S. Department of Education, therefore all spending must comply with Title VI budgetary regulations. Funds awarded for course development grant activities must be spent by August 14, 2012.

Non Allowable Expenses

- Travel for individuals other than applicant.
- Equipment.
- Any expenses unrelated to proposed activity.

Application Procedures

Complete a GSC Faculty Grant application form and check off the appropriate grant option and provide requested documentation. Refer to GSC Curriculum Development Grant guidelines when completing the grant application.

The original and three complete copies of the application (a total of four complete copies) should be sent to Dr. Thomas Allen, Associate Director, 4106 Posvar Hall.

A copy of the letter from GSC confirming that the application was approved must be submitted before requesting funds from the appropriate UCIS financial officer, Ms. Bridget Ridge.

The funds will be reimbursed after you present your receipts and complete a Travel and Business Form. Please note that it may take up to fifteen working days to be reimbursed.

Responsibility of Grantee

The grant recipient must provide the GSP with a brief (two-page) written report within three weeks following completion of the project. The report should include:

- a description of how the grant funds were utilized;
- a travel schedule (if applicable including where you went and the dates spent at each locale);
- what you accomplished;
- how your funded activities helped shape the new curriculum; and
- a copy of the final syllabus.

The grant recipient must acknowledge the assistance of the GSC, the University Center for International Studies and the University of Pittsburgh in any publication, film or other product resulting from funds supported by your GSC grant.

Grant recipients are responsible for fully completing University of Pittsburgh Travel and Business ([T&B](#)) report forms and providing all applicable documents including receipts. A copy of the award letter, the completed T&B along with applicable documents must be submitted to GSC Financial Officer within two weeks of the project's completion. All funds must be spent by August 14, 2012.