

**The Consortium for Belize Educational Cooperation (COBEC)
Collaborative Grant for Study Abroad Program Development
Information Sheet**

The Consortium for Belize Educational Cooperation (COBEC) announces a **grant opportunity** for the development of a **multi-lateral study abroad course in Belize**.

Proposals must reflect the collaboration of two or more COBEC faculty/institutions as well as the possibility of attendance by students from many or most COBEC schools. The proposed study abroad program must award academic credit and must be designed as an annual program, beginning Summer 2005. There will be one grant award of **USD 1,500 (fifteen hundred)**.

Each proposal must be accompanied by (1) a completed Application Form, (2) a proposal narrative not to exceed five double-spaced pages should respond to the five criteria presented below (point values are noted in parentheses), (3) a one page itemized budget and justification, and (4) copy of CVs of each participating faculty member (maximum five pages each).

* The Planned Course (25 pts) - Describe the anticipated student population served by the program, including the minimum and maximum number of program participants. Include a description of the proposed program which details the location(s), the affiliated host institution(s), the academic discipline(s), the duration of the program, the time of year the program will be offered, the anticipated curriculum, the number of credits awarded, and the overall program structure.

* Clarity of Proposed Activity in Belize (25 pts) -The clarity of the proposal is a most important component. Proposals must articulate a well-thought-out plan for specific activities in Belize, necessary for successful implementation of the actual course in Summer 2005. Specify planned dates for activities in Belize.

* Sustainability (20 pts) - Explain the potential for sustainability for the course, in terms of flexibility of faculty participation and salary/remuneration, potential student numbers vis a vis registration and tuition issues, ease of overall coordination and operations, and so on.

* Budget (15 pts) - Include a detailed budget of how grant funds are to be expended. Proposals must reflect appropriate use of funds. Costs can include travel, lodging, meals (specify amount requested per day), materials, communications costs (specify), other (specify). Faculty salaries, fringe benefits, and indirect costs may not be paid from the grant funds.

* Applicants' Knowledge/Reliability (15 pts) - The vitas should reflect appropriate levels of knowledge and reliability of the applicants.

Implementation:

* Grant activity should occur **between May 1, 2004, and September 30, 2004**.

* Grant recipients must save all receipts applicable to the grant funding and turn in receipts, with full budget breakdown, to their appropriate COBEC Co-Treasurer (in Belize or the U.S.). In no event will the total amount of expenses reimbursed be more than USD 1,500.

Reporting: Within 30 days of completing the funded activity, grantees will be required to submit a narrative report (2 pages maximum) to the COBEC Study Abroad Committee Chair. If the report is not submitted in a timely manner, the grant recipients will be ineligible for future grants.

Deadline: 12:00 midnight EST (U.S.) Wednesday, March 31, 2004. Submit by e-mail (first preference) or by fax. Proposals will be reviewed by the U.S. COBEC Co-Chair, the Belize COBEC Co-Chair, and the COBEC Study Abroad Committee Chair. The selected grant recipient will be announced by April 5, 2004.

Submit proposals to: Dr. Timothy H. Robinson, Director, International Center
University of North Florida, e-mail: trobins@unf.edu , fax: 904-620-3295

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APPLICATION FORM

U.S. Faculty Name: _____
U.S. Faculty Position, Department: _____
U.S. Faculty Institution: _____
U.S. Faculty Mailing Address: _____

U.S. Faculty Phone: _____
U.S. Faculty Fax: _____
U.S. Faculty E-mail: _____

Belize Faculty Name: _____
Belize Faculty Position, Department: _____
Belize Faculty Institution: _____
Belize Faculty Mailing Address: _____

Belize Faculty Phone: _____
Belize Faculty Fax: _____
Belize Faculty E-mail: _____

Proposed Study Abroad Course Name: _____
Location(s) within Belize: _____

Activity Beginning Date _____ Activity Completion Date _____

Total Funds Requested (\$1,500 USD maximum) _____

Contents of Application Packet:

1. Completed application form
2. Five-page (maximum), double-spaced proposal
3. One-page itemized budget and justification
4. Copy of CVs of each participating faculty member (maximum five pages each).

Please submit the application packet (via e-mail or fax) to:

Dr. Timothy H. Robinson
Director, International Center
University of North Florida
e-mail: trobinso@unf.edu
fax: 904-620-3295

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