Office of the Vice-President Academic and Provost  
University of Victoria

Learning Without Borders Curricular Development Fund

Guidelines and Call for Proposals  
May 2015

Background
The University of Victoria’s strategic plan emphasizes the goal of internationalizing the curriculum to prepare students for their role as global citizens. To support this central goal, the Office of the Vice-President Academic and Provost, in collaboration with the Learning and Teaching Centre (LTC), makes available resources to support faculty members and academic units seeking to integrate international elements into their undergraduate curricular design.

The Learning Without Borders (LWB) fund annually offers up to 10 competitive, peer-reviewed, grants of up to $7,500 each, to design/redesign significant components of undergraduate programs (e.g. core first year courses; a capstone experience) to have an integrated international focus. The goal is not just to fund curricular development proposals but also to create a growing community involved in the internationalization of the UVic curriculum – a community willing to share experiences and inspire others through leadership. We hope to build on the successes and lessons learned in this ongoing initiative to inform the broader scholarly community at UVic and to support the development of global mindsets and cross-cultural understanding of our students.

Eligibility
Proposals may be made by individuals or teams (preferred -- experience suggests teams have the capacity to support each other more effectively). All proposals must have the strong support of the department/school/faculty and the chair/director/dean must indicate that the redesigned course or program component will be incorporated into the program and have ongoing support.

Familiarity with the elements and principles of course design/redesign and assessment is an asset, and prospective applicants are encouraged to seek consultation from the LTC. Direct assistance is available on the specification of student learning outcomes, assessment of impact of changes, and completion of the application.

General Criteria
All proposals are expected to focus on educating students for global citizenship and global academic or professional involvement. The adjudication process will pay close attention both to the number of students directly impacted and to the feasibility of the proposed project within the timeframe and budget presented.

Normally, grant funds may not be used to remunerate the applicant or co-applicants, to purchase equipment that would typically be handled by the applicant’s department, or to pay for travel. If your project requires funding in these areas, your proposal must provide clear justification for the exception and must demonstrate that the project will be sustainable after the grant ends.
A successful proposal will be brief (2 pages) and address the following:
- Name of course/program proposed for design/redesign
- Objectives of the proposed project stated in terms of student learning outcomes
- Description of the proposed project including a timeline
- Funding requested and an explanation of how the funds will be used
- Name, position, and contact information of the applicant

**LWB Community Building Commitments**
Please note that attendance and active participation in the LWB peer group meetings are critically important to developing the LWB community. Participants, who for whatever reasons are unable to actively participate, may be asked to withdraw and re-apply in the future. Successful applicants commit to do the following:
- attend peer group meetings with other participants to brainstorm, problem solve and share resources in each of the fall and spring terms (likely in December, February and March; dates TBD in consultation with successful applicants);
- work collaboratively with LWB colleagues to maximize the interdisciplinary benefits of the program (e.g. giving and receiving feedback in group sessions, participating in group listserv interactions, developing joint conference presentations, etc.);
- accommodate the administration of 25-min surveys by LTC staff both early in the redesigned course and near the end of the course to contribute to the data collection required for the overall evaluation and assessment study of the LWB program, the outcomes of which will assist with future funding decisions and program improvements;
- share their experiences and showcase their curricular innovations and findings with colleagues when the new course/program element has been implemented;
- teach (implement) the newly designed course or program element as soon as feasible; and
- complete a brief [Accountability Report form](#) at the end of the developmental period indicating how funds were spent.

**Ethical Approval for the Project**
Some LWB projects may require ethical approval as part of the implementation process. Note, however, that prior ethical approval is not required at the time of application. To help you determine if an ethical review of your project is required, we urge you to go to the UVic [Human Research Ethics website](#) and carefully read the information. In particular, see the tabs at the bottom of the page.

Although not required, we recommend that you consult directly with Eugenie Lam from Research Services before submitting your LWB proposal. Research Services will help to determine whether there might be any challenge to the implementation of your project from an ethical perspective. Allow up to six weeks for the completion of the ethical review process. **Please be sure to use the most current version of the forms.**