



## 2017 SIG PROPOSAL FORM

PROPOSALS DUE MARCH 1, 2017

Please use this form to submit your project proposal for the 2017 Strategic Internationalization Grants (SIG) Competition. SIG Proposals should conform to the parameters outlined in the 2017 SIG Request for Proposals (SIG RfP). In order to complete this form, please respond to the prompts below in this "fillable" PDF document and then email your completed SIG Proposal Form and any relevant letters of support directly to Vivian Bonilla at [vbonill1@kennesaw.edu](mailto:vbonill1@kennesaw.edu). The deadline for all proposals is Tuesday, March 1, 2017. Applications must be received by this date in order to receive consideration. SIG award decisions will be made by the University Faculty Committee on Global Engagement by May 8, 2017. Any questions regarding the SIG proposal form, allowable expenses and/or budgets should be directed to Sandra Rogers at [sroger12@kennesaw.edu](mailto:sroger12@kennesaw.edu).

*Please remember to **SAVE** your PDF document responses when you are done filling-out this form.*

### I. PRINCIPAL INVESTIGATOR(S)

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Name of Principal Investigator (Primary PI)

Faculty Rank/Title

Academic Department

Academic College

Email Address

Phone Number

Names & Emails of Any Co-PI(s) (If Applicable)

### II. PROJECT INFORMATION

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SIG Grant Category (Select One)

**SIG Project Title** (10 Words Max)

**Executive Summary:** *Please provide a concise description of your proposal that includes major activities and outcomes. Your summary should be linear and descriptive. The purpose of this section is to provide the review committee with a broad factual overview of your proposed project, its activities and summative goals. (500 words max)*

### **III. PROJECT TIMELINE**

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**Quarterly Timeline:** *Please use the table below to provide a quarterly timeline for the implementation of your proposed project. For each quarter, please list each of the significant milestones, activities and/or events in the order in which you will accomplish them. The purpose of this timeline is to provide the review committee with a clear understanding of the schedule by which you intend to achieve your project outcomes. (150 words max per quarter)*

**First Quarter** (July 1 to Oct. 1, 2016)

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**Second Quarter** (Oct. 1, 2016 to Jan. 1, 2017)

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**Third Quarter** (Jan. 1 to April 1, 2017)

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**Fourth Quarter** (April 1 to July 1, 2017)

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#### **IV. OUTCOMES & IMPACT**

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**Outcomes & Impact Statement:** *Your statement below should provide a clear description of what you will accomplish, produce or achieve as a result of your proposed project and **how it advances the KSU Strategic Plan for Internationalization in concrete and meaningful ways**. Your statement should also describe the metrics, assessments and/or demonstrative outcomes that you will use to measure and evaluate the success of your project. The purpose of this statement is to provide the review committee with a concise explanation of the summative outcomes for your project alongside your plans to assess and evaluate your success. (500 words max)*

## **V. RATIONALE FOR FUNDING**

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**Project Rationale & Justification:** *Please provide a brief rationale explaining why you believe your project justifies SIG funding. Your rationale should specifically address the goals for your SIG grant category as well as the way(s) in which your proposal advances relevant goals of the KSU Strategic Plan for Internationalization. More broadly, your rationale should also explain how your proposed project will benefit the KSU community at large and not simply you and your fellow PIs. Please remember that SIG funding is competitive and limited; historically, less than half of proposed SIG projects receive any funding. (500 words max)*

**VI. PROPOSED BUDGET**

**Budget Description:** Please use the table below to estimate your proposed project's costs in each category and then provide a concise description of the specific expenditures below each section. At the bottom of the page, provide your total projected costs for your project, subtract any cost-share funding, and enter you total SIG funding request in the red box at the bottom. This budget table will be used by the review committee to understand and analyze your proposed expenditures to determine if your SIG project is fiscally responsible and compelling in its use of funding.

**Faculty Compensation:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Other Compensation:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Project-Related Travel:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Material/Equipment:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Vendors/Services:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Other Costs/Services:** \$  (if applicable, enter dollar amount and provide a brief description of expenses below)

**Total Project Costs:** \$  (Note: This is your total estimated budget for your proposed project)

**(Minus Any Cost-Share)** -\$  (if applicable, enter dollar amount and provide a brief description of cost-share below)

**TOTAL SIG REQUEST** \$  (Note: This is the total amount of SIG funding that your are requesting for your project)

## VII. ACKNOWLEDGMENTS

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**Declaration of Accuracy:** I, as the Primary PI of this proposed project, hereby declare that the information submitted via this SIG Proposal Form is true and accurate to the best of my knowledge and a faithful reflection of my intentions to accomplish the stated activities and goals of this proposed project.

**Acknowledged** (click to check)

**Acknowledgment of Responsibility:** I, as the Primary PI of this proposed project, hereby acknowledge that I am responsible for ensuring the implementation of my proposed project in compliance with all policies, procedures and directives from the Board of Regents, Kennesaw State University and the Division of Global Affairs.

**Acknowledged** (click to check)

**Acknowledgment of Eligibility:** I, as the Primary PI of this proposed project, hereby acknowledge that I am a full-time regular faculty of Kennesaw State University and am not formally designated as a PI or Co-PI on any other SIG proposal for the 2016-17 RfP cycle. I further acknowledge that any change in my employment status at Kennesaw State University during the 2017 fiscal year may result in reduction or withdrawal of my SIG award.

**Acknowledged** (click to check)

**Acknowledgment of Revision:** I, as the Primary PI of this proposed project, hereby acknowledge that I may be required to revise my proposed project to address feedback from the faculty review committee, if it is selected for SIG funding. Revisions may require adjustments to budgeted funding, project implementation and/or outcomes.

**Acknowledged** (click to check)

**Acknowledgment of Cancellation:** I, as the Primary PI of this proposed project, hereby acknowledge that funding for my project may be reduced or cancelled at anytime due to a reduction in available funds or a breach of applicable rules governing SIG funding and reporting requirements.

**Acknowledged** (click to check)

**Acknowledgment of Support:** I, as the Primary PI of this proposed project, hereby acknowledge that my proposal has the support of my home department chair. I have obtained a letter of support from my department chair and will submit this in conjunction with the present SIG Proposal Form. If I have noted any cost-share funding to offset budgeted costs for my proposed project, I have also included a letter of support for this cost-share commitment. *Note: Letters of support from Deans are encouraged for SIG proposals exceeding \$10,000 but not required. Letters of support from other internal or external stakeholders/experts are appreciated when relevant, but not required.*

**Acknowledged** (click to check)

**Digital Signature** (Type your full name below as Primary PI to digitally sign your SIG Proposal Form)

**SUBMISSIONS:** Please **SAVE** your completed SIG Proposal Form with your last name in the file name and submit it as a PDF attachment, alongside relevant letters of support, directly to [ybonill1@kennesaw.edu](mailto:ybonill1@kennesaw.edu) by the deadline of **March 1, 2017**. Submissions will be acknowledged in writing within **2 business days** of receipt.