**Global Ambassador Program (Outgoing)**

**A Travel Grant for Faculty and Staff**

Application Deadline: May 15, 2023

This Global Ambassador Program (Outgoing) is an initiative of, and funded by the International Blueprint for Action 2025 – A vision for a globally significant university: <https://www.usask.ca/ipa/documents/international-blueprint.pdf>

1. **Objectives:**
	1. These grants will sponsor faculty and staff to travel to and/or lead virtual initiatives with international universities and facilities aligned with the University of Saskatchewan’s (USask) existing and emerging areas of research strength.
	2. Outgoing global ambassadors will participate in and/or lead activities including, but not limited to: short-term research training programs, field schools, short courses, workshops, and/or forums.
	3. Funds are awarded to individuals and groups that demonstrate a strong commitment to intensive, novel, and meaningful engagement throughout the proposed itinerary. The proposal must also address how the outgoing Global Ambassador will showcase the USask during the visit.
	4. Successful applicants must emphasize the value of the collaboration to the internationalization of research, scholarly and artistic work at the USask and support students, faculty, and staff in international academic engagement.
	5. Due to the COVID-19 pandemic still impacting international travel, projects can begin with virtual activity while these uncertainties are still present. When travel fully resumes and safe to do so, in-person travel to the partner institution is encouraged. We recommend applicants to stay up to date on USask’s Travel Information at: <https://covid19.usask.ca/info/travellers.php#USaskTravelPolicy>
	6. Funds are awarded to applications that:
* Support new, or enhance current collaborative strategic relationships with leading and emerging global institutions;
* Demonstrate a strong commitment to intensive, novel, and meaningful institutional engagement throughout the proposed itinerary;
* Emphasize the value of the collaboration to international academic engagement and to internationalization at the USask and must address how the applicant’s unique characteristics are intrinsic to this value;
* Travel that includes and benefits USask students is encouraged but not required.
	1. Examples of how these funds can be applied include, but are not limited to:
* A faculty or staff member traveling to and/or collaborating through virtual initiatives with an international partner institution to engage with students, faculty or staff in the delivery of a short program that will showcase the expertise of USask faculty, departments, colleges, schools or centres;
* A faculty or staff member traveling to and/or collaborating through virtual initiatives with an international partner institution to engage with administrative staff of that institution in capacity building for research, scholarly and artistic work;
* A faculty or staff member traveling to and/or collaborating through virtual initiatives with an international partner institution to participate in relationship development activities (e.g., developing a collaborative research project, establishing a [cotutelle](https://grad.usask.ca/admissions/alternate-applicants/cotutelle-program.php) arrangement, working toward or strengthening a research exchange opportunity, etc.);
* A faculty or staff-led trip abroad with a cohort of students to engage in research or short-term academic pursuits at an international university or facility aligned with the students’ program of study;
* Organization of online training, conferences, workshops, roundtables, or webinars specifically related to international partnership development;
* Virtual lab/facility tours for joint international research and/or partnership initiatives.
1. **Funding Available:**
	1. Approximately three (3) awards of up to $5,000 each.
2. **Eligibility:**
	1. USask faculty; staff who are members of ASPA, CUPE 1975, CUPE 3287; or exempt staff.
	2. The applicant with a term appointment must have a minimum of two years remaining in his/her current employment contract at the start of the Global Ambassador Program (Outgoing) grant.
	3. Eligibility is limited to one Global Ambassador Program (Outgoing), International Travel Fund, or Internationalization Fund per applicant, per fiscal year. A successful abovementioned grant proposal does not preclude the applicant’s eligibility as a nominator for the Global Ambassador Program (Incoming) administered by the International Office.
3. **Requirements:**
	1. Regarding the duration for the agenda:

**For in-person travel only:** The agenda must include a minimum of eight (8) days/56 hours of in-person engagement activity, excluding travel time.

**For virtual activities only:** The agenda must include a minimum of 56 hours of virtual engagement activities, including planning, communication and implementation of the project.

**For a combination of in-person travel and virtual activities:** The agenda mustinclude a minimum of 56 hours of online and in-person engagement activities, excluding travel time.

* 1. The start date of travel awards can be as early as June 5, 2023; and all awardees must utilize their award by August 31, 2025.
	2. The applicant, is responsible for engaging with the host institution, complying with public health orders, and arranging the travel and activities, in conjunction with available supports at the university and with support of the applicant’s unit supervisor.
	3. Successful recipients are required to complete a report that will be required by August 31, 2025, which must consist of:
1. **Timesheet:** to demonstrate dates and number of hours attributed to each activity;
2. **Narrative Report**: to summarize activities, outcomes and next steps;
3. **Photos:** a few meaningful photos (ideally with high resolutions);

\*If available, a meaningful video and/or screenshots of related social media posts are also encouraged.

* 1. Incomplete applications will not be considered.
1. **This fund supports the following eligible expenses:**
2. Costs associated with software and hardware (such as web camera, etc.), web development and maintenance, information technology support and maintenance, telecommunications, and web hosting or virtual production costs for the implementation of the project. The grant can support maximum $800 for this category of eligible expenses;
3. Materials and supplies directly contributing to the partnership development project. The grant will support maximum $800 for this category of eligible expenses;
4. Hourly compensation for staff/student assistants for costs associated to support organization of the project. The grant will support maximum 40% of the total requested budget for this category of eligible expenses;
5. Project related international airfare (economy), airport taxes, visas, medical insurance, vaccination, ground transportation, local accommodation, and per-diems for meals.
	1. **Please note:**
6. Expenses must be in accordance with the USask travel policy and per diem rates:[https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines](https://wiki.usask.ca/display/public/CPKB/Travel%2BExpense%2BGuidelines).

If you are traveling to a foreign country other than the United States, the university uses the foreign per diem rates as published by the [National Joint Council of Canada (NJCC)](https://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng). The university uses the commercial accommodation (C) rate for the given city.

**For Example:** If an applicant is travelling to Mexico City for one week as proposed in the application, the individual can expense per diem meals using ‘C-Day 1-30 – Mexico City’ as outlined in the NJCC, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Breakfast: $24.95  | Lunch: $37.00 | Dinner: $47.75 | Total: $109.70 |

$109.70 x 7 days = **$767.90 CAD per diem total**

\*Use ‘Other’ city if the location you are travelling to is not listed. For example, ‘C-Day 1-30 Mexico Other’ would be Breakfast: $19.96; Lunch: $29.60; and Dinner: $38.20.

1. Hourly compensation for staff/student assistants must be in accordance with the USask research compensation budget guide: [https://wiki.usask.ca/display/public/CPKB/Research+Proposal+Development+%28Pre-Award%29+Salary+and+Compensation+Budget+Guide](https://wiki.usask.ca/display/public/CPKB/Research%2BProposal%2BDevelopment%2B%28Pre-Award%29%2BSalary%2Band%2BCompensation%2BBudget%2BGuide)
2. This Fund does not cover Institutional Cost of Research (indirect costs/overhead); subcontract costs; or honoraria payment for any applicants.
3. **Selection Criteria:**

***Strengthening of international research and/or academic collaboration (25%)***

Each proposal will be assessed on the extent to which it contributes strategically to a plan of action for strengthening international research and/or academic collaboration or how they leverage emerging partner opportunities.

***Relevance of proposed activity (25%)***

Each proposal will be evaluated on the extent to which it demonstrates the relevance of the proposed research and/or academic collaboration and how this supports institutional priorities (i.e. interdisciplinary collaboration, enhancing research quality and outputs including co-publications, developing new academic programming, etc).

***Sustainability (25%)***

The proposal should explain how this application will be sustained and what kinds of resources (academic, financial, technical) will be available to support the collaborations both at the academic/research unit level, and the institutional level.

***Robust Activity Plan and Budget (25%)***

Each proposal will be evaluated on the merit of designed / planned activity. Budgets must be cost effective and in alignment with the activity plan.

1. **Application Process**
2. **Faculty applicants** please submit the application in [**UnivRS**](https://univrsapp.usask.ca/converis/secure/client/login) (see detailed instructions below) by **May 15, 2023 at 4:00 pm CST**.

**Staff applicants** please work with the International Office at international.office@usask.ca to submit the application in[**UnivRS**](https://univrsapp.usask.ca/converis/secure/client/login) under an eligible fund holder as per the [USask Eligibility to Apply for, Hold and Administer Research Funding Policy](https://policies.usask.ca/policies/research-and-scholarly-activities/eligibility-to-apply-for%2C-hold-and-administer-research-funding.php) **or email the application as a single PDF** to international.office@usask.ca by **May 15, 2023 at 4:00 pm CST.**

1. All applicants will be notified of funding decisions. Recipients must utilize their award by August 31, 2025.
2. The adjudicating committee reserves the right to reallocate applications between the different travel awards administered by the International Office.
3. For additional information on the application procedure, please contact international.office@usask.ca.

**8. UnivRS Application Instructions**

1. For details on how to create and submit your internal application in UnivRS, please review the following instructions: <https://jira.usask.ca/servicedesk/customer/kb/view/1476395462;jsessionid=9FAB88E7F0AB5E8F67FECC5170182186?q=How+do+I+create+and+submit+a+project+application+in+UnivRS%3F>
2. UnivRS Project Application data to be entered:

**Type of Project Application:** Internally Funded

**Key Information, Title:** Title of the application

**Key Information, Start/End Dates:** June 5, 2023 – August 31, 2025

**Key Information, Agencies:** Office of the Vice-President Research (OVPR) / Office of the President / University of Saskatchewan

**Key Information, Agency Program:** Global Ambassador Program - Outgoing

**Applicants:** Faculty applicant needs to be listed in the field ‘Lead Principal Investigator’ in the ‘Applicants’ section/tab. Staff applicants, please contact International Office at international.office@usask.ca to identify an eligible fund holder for UnivRS application set-up.

**Documents:** Please combine the Global Ambassador Program application form and all required supporting documentation as a single PDF to upload to the ‘Final Project Documents’ section of your UnivRS application.

\*All other data must be entered similarly to standard UnivRS project applications. Please refer to the link above listed in 8.a) for further details.

**9. Additional Resources:**

[Tools for navigating changing geopolitical realities](https://www.univcan.ca/tools-for-navigating-changing-geopolitical-realities/)

[Safeguarding Your Research](https://www.ic.gc.ca/eic/site/063.nsf/eng/h_97955.html)

[USask travel requirements](https://covid19.usask.ca/info/travellers.php%22%20%5Cl%20%22Internationaltravel)

**APPLICATION FORM**

**GLOBAL AMBASSADOR PROGRAM (OUTGOING)**

1. **Application Title and abstract** (maximum 200 words):
2. **Applicant** including first name, last name, academic affiliation and email:
3. **Annotated/narrative draft agenda** including details for the duration of the planned in-person and/or virtual engagement activities. Please indicate beside each item of the agenda whether it is virtual or in-person. (maximum 500 words):
4. Explain how the proposed activity will contribute to **research and/or academic collaboration** and how this supports institutional priorities (i.e. interdisciplinary collaboration, enhancing research quality and outputs including co-publications, developing new academic programming, etc) (maximum 250 words):
5. **Supporting Documents - Please include/attach the following documents to your application:**
* Budget – Itemized requested expenses and justification, including information on other sources of funding supporting proposed international activities (maximum 1 page).
* A signed letter of support from the host institution on institutional letterhead (maximum 1-2 pages).
* A signed letter of support from the applicant’s unit supervisor on institutional letterhead (maximum 1-2 pages).
* A signed Consent to Use of Image/Recording form from the applicant, located here: [https://usaskca1.sharepoint.com/sites/Communications/Shared Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared Documents%2FForm-photo-release%2Epdf&parent=%2Fsites%2FCommunications%2FShared Documents](https://usaskca1.sharepoint.com/sites/Communications/Shared%20Documents/Forms/documents.aspx?id=%2Fsites%2FCommunications%2FShared%20Documents%2FForm%2Dphoto%2Drelease%2Epdf&parent=%2Fsites%2FCommunications%2FShared%20Documents)

\*The consent form will only be retained for successful applicants. Forms from unsuccessful applications will be destroyed by the International Office.

* A completed Conflict of Interest (COI) Disclosure form signed by the applicant:<https://internationaloffice.usask.ca/conflict-of-interest.php>