

**College of Arts and Sciences
Office of the Dean**

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To: Arts and Sciences Faculty, Staff, and Registered Student Organizations
From: Robert Hinde, Associate Dean for Teaching and Diversity
Date: 25 August 2009
Re: Ready for the World funding applications

Dear colleagues:

This memo summarizes the procedures we will use to route Ready for the World funding proposals through the College office during academic year 2009–10. Feel free to contact me if you have questions that are not answered here, or if you would like to discuss an idea for a proposal.

1. *When can I submit a proposal?*

The Ready for the World proposal funding committee meets monthly, typically during the first week of the month. The committee requests that the College send its proposals to the committee by the 25th of each month for consideration at the next month's meeting, and also requests that proposals be submitted at least two months before a project's proposed start date. To allow the College office to process and submit proposals in a timely fashion, I ask that proposals reach the College office by the 18th of each month.

As of October 2008, the Ready for the World proposal funding committee only accepts proposals in electronic form. Please e-mail your proposals to me at rhinde@utk.edu.

2. *What makes a proposal successful?*

The Ready for the World proposal funding committee maintains a Web site with guidelines for proposal authors and examples of recently funded projects. I encourage you to consult this Web site (located at <http://www.utk.edu/readyfortheworld/administration>) as you draft your proposal. Please note that there are some kinds of expenses (including international travel by students) that are generally not funded by the program.

In my experience, the strongest proposals have been those that clearly articulate a project's relationship to the four stated action goals of the Ready for the World program:

- improving faculty capacity and engagement in international and intercultural education;
- transforming the undergraduate curriculum to enhance international and intercultural content;
- bringing the international and intercultural world to the University; and

- taking the University to the world.

The proposal funding committee also views favorably proposals that include modest contributions of matching funds from proposers' home departments or interdisciplinary programs, or from other campus units. The Center for International Education is a potential source of matching funds for projects that relate to study abroad programs or the establishment of linkages with other universities.

Please remember that the Ready for the World program grew out of the Quality Enhancement Plan that was part of UTK's 2004 application for reaccreditation from the Southern Association of Colleges and Schools. The program therefore focuses on undergraduate education. The College office views favorably those projects that have the potential to make a long-lasting impact on undergraduate education.

The College Web site lists a selection of projects that have recently received Ready for the World funding. Please visit <http://www.artsci.utk.edu/rftw.asp> to browse the list and learn more about College activities associated with the Ready for the World program.

3. What do I need to send to the College office?

If you have previously requested or received funding from the Ready for the World program, please summarize briefly the funding request, the level of support awarded by the Ready for the World proposal funding committee, and the project outcome. This information does not need to be included in the proposal itself but helps the College provide strong endorsements for proposals.

4. Does the College provide matching funds for proposals?

It is unlikely that the College will be able to provide matching funds for Ready for the World proposals in 2009–10. If funds do become available for the College to use in this manner, matching funds are likely to be relatively modest (no more than \$250 per proposal) and will be prioritized for projects that have the potential to make a long-lasting impact on undergraduate education, for example through curricular changes or through the development of new international linkages or study abroad programs.

5. What else do I need to know?

The Ready for the World proposal funding committee asks grant recipients to submit a project report once a project is completed. Please also send the College a copy of this report for our Ready for the World files.