



**XAVIER UNIVERSITY OF LOUISIANA**  
Center for Intercultural and International Programs

1 Drexel Drive • Box 127  
New Orleans, Louisiana 70125-1098  
(504) 520-5491 • FAX (504) 520-7920

**MEMORANDUM**

DATE: August 26, 2008  
TO: Xavier University Faculty  
FROM: Charles Baquet, Director  
Center for Intercultural and International Programs  
RE: XIC Grants for Internationalizing the Curriculum

The Center for Intercultural and International Programs and the Global Awareness Committee of Xavier University is pleased to announce the Xavier Internationalizes the Curriculum Small Grants Competition for the 2008-2009 academic session.

The objective of the XIC (Xavier Internationalizes the Curriculum) Grants is to support faculty development in the intercultural and international arena and to internationalize the curriculum. For example, funds can be used to attend conferences or faculty development seminars in the US or abroad and to use the insights gained to revise, enhance or design a new course; to design intercultural or international multimedia materials and incorporate them into classes at Xavier; or to develop new study abroad opportunities for Xavier students. The faculty development seminars: sponsored by the Council on International Educational Exchange (CIEE) or the Salzburg Seminar would be suitable for a XIC grant proposal.

Information about the XIC Grants, including application procedures and deadlines, are found in the attached sheets. For information about other international faculty development opportunities contact the Center for Intercultural and International Programs at ext. 5490/5491. CIIP is located in the Music Bldg., Room 105.

**Xavier University**  
**Center for Intercultural and International Programs**  
**XIC Grants for Internationalizing the Curriculum**  
**2008-2009 Academic Year**

Objective of the Competition: The objective of the XIC (Xavier Internationalizes the Curriculum) competition is to fund projects that promote faculty professional development in the intercultural and international arena which contribute to the globalization of the University's curriculum.

Eligibility: The competition is open to all full-time employees of XU who hold academic rank and regularly teach at least one course per term.

Application Deadline: **Winter session** – proposals must be submitted to the Center for Intercultural and International Programs (CIIP) by **Nov. 30, 2008.**

**Spring/Summer session** – proposals must be submitted to CIIP by **January 28, 2009.**

Size of the Award: It is expected that grants will be in the range of \$1000 to \$3000. An application form is attached.

**NOTE: The XIC Grant Program does not support “the presentation of papers”.**

Format for Proposal: A completed proposal must include the following:

1. Complete attached cover
2. Submit a typed statement of no more than two pages in length that describes the goals of the project, how, when, and where it is to be carried out and how the project will contribute to the professional development of the applicant and the internationalization of the curriculum at Xavier University.
3. A budget should accompany proposal. Although not a condition, applicants are encouraged to seek matching funds from other sources.
4. Include a brief curriculum vitae outlining the applicant's relevant academic and professional experience.
5. Secure a letter of concurrence from the department chair supporting the applicant's proposed project and the importance of the project to the applicant's professional development and the internationalization of the University's curriculum. (If the applicant is a chair, a letter should be from the Dean of Arts and Sciences.) The letter of recommendation should be sent directly to the Center for Intercultural and International Programs.

Payment of the Award: The award will be payable as documented expenses are incurred and is filed with the Center for Intercultural and International Programs.

Performance Reports: A Final Performance Report evaluating the success of the project must be submitted no later than the thirty (30) days after the trip.

Procedures for Evaluating Proposals: The proposals will be evaluated by the International Faculty Development Small Grants Committee, a subcommittee of the Global Awareness Committee consisting of faculty members across the curriculum. The Committee will make recommendations to the Dean of Arts and Sciences on whether the proposals received should be fully funded, partially funded, or not funded.

**IMPORTANT NOTICE: Each grant recipient must submit a Travel Requisition before and upon return must submit a Travel Expense report within 10 days of return.**

Criteria for Evaluating Proposals: The Committee will evaluate all applications using the following criteria:

1. (10 points) Relevant experience and background of applicant – Does the applicant have the experience and competence necessary to successfully carry out the project?
2. (35 points) Need for and importance of the project – To what extent are the proposed activities needed at Xavier University? Is the project likely to have a significant impact on the professional development of the applicant and the internationalization of the curriculum?
3. (25 points) Feasibility of the Project – Can the project be successfully carried out within the time frame and the resources allocated to it?
4. (15 points) Budget and Cost Effectiveness – Is the budget adequate to support the project activities? Are the costs reasonable in relation to the objectives of the project?
5. (15 points) Plan of Evaluation – How appropriate and adequate are the provisions for evaluating the success of the project?

**XAVIER UNIVERSITY  
CENTER FOR INTERCULTURAL AND INTERNATIONAL PROGRAMS  
APPLICATION FOR XIC GRANT**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Mail Box: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

**TITLE OF PROPOSAL:** \_\_\_\_\_

Abstract of proposal in 100 words or less:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Chair: \_\_\_\_\_

**(Please return application with all supporting materials to the Center for Intercultural and International Programs, Music Bldg. Room 105).**