

GUARD.ME INTERNATIONAL INSURANCE
GLOBAL MOBILITY FUND
KPU INTERNATIONAL

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Overview

The Faculty Mobility Program will award KPU faculty members with up to \$4,000 per academic year for engaging in international professional opportunities that enhance KPU’s international engagement, such as the development of students’ global citizenship at home or abroad.

By engaging in an international setting, faculty members will exchange best practices with existing or new partners, promote mobility among our student body, support KPU in strengthening and/or creating new relationships with international partners, and lead significant international initiatives that align with the internationalization of higher education. This will contribute to the objectives outlined in both the [Academic Plan](#) and [Vision 2026](#).

Applicants are eligible for funding of up to **\$4,000 per person** and are encouraged to find supplemental funding through other sources both externally and internally (i.e. department, 0.6% PD Funds).

Expected Outcomes:

- Contribution to internationalization at home
- Continuous development of intercultural competencies of KPU faculty members KPU to foster a culturally and globally aware curriculum, being prepared to meet the needs of an international workplace, whether in Canada or internationally.
- Contribution to students' development of global citizenship
- Enhancing curriculum by adding international elements
- Contribution to Vision 2026 and the Academic Plan
- Sharing learning experience activities with the community (students or fellow faculty members)

Eligible Activities and Expenses

Eligible Activities (examples)

- Exchange of academic materials with international universities and organizations
- Shared and/or mutually agreed upon the teaching of students and experiential learning programs for students (e.g. Developing a Collaborative Online International Learning course, guest lecturing, field schools, work integrated learning, etc.)
- Collaborative academic programs
- Development and delivery of joint seminars, and academic meetings that have an immediate international educational focus.
- Participation in international conferences that have a direct international educational focus. Preference will be given to those presenting at conferences highlighting KPU's internationalization.

**The examples shown above are for reference only; other projects or initiatives can be presented as part of the application*

Eligible Expenses

- Flights
- Accommodation
- Per diems
- Transportation
- Immunizations (if necessary, as outlined by the [Government of Canada's official travel advisory](#) website, or as prescribed at a travel clinic)
- Conference fees (if applicable and relatable to a direct international focus)

NOTE: ALL EXPENSES MUST CORRESPOND AND COMPLY WITH KPU'S [BUSINESS AND TRAVEL EXPENSE POLICY & PROCEDURES](#).

Ineligible Expenses

- Salary and Benefits, including backfilling/paying for a substitute instructor while you travel
- Passport fees
- Personal travel, activities, or meetings
- Capital and/or infrastructure cost, including software purchase
- Expenses related to engagement in pastoral, missionary, or other professional religious activities

Application Process

Selection Criteria

All applications received by the deadline will be assessed by the Global Mobility committee. The selection criteria include:

- Applicants must be **REGULAR** KPU faculty employees, either full-time or part-time. Please refer to regular KPU faculty employee definitions as outlined in the faculty collective agreement. See Article 1, Section 1.05 (Definitions).
- Online application and supporting documents are received by the deadline posted
- The Dean has approved the trip, and is willing to sign off on a Travel Authorization Form
- Eligible and complete applications will be assessed based on:
 - The proposed activities' link to KPU's Vision 2026 and Academic Plan
 - The proposed activities' direct benefit to students' development of global citizenship and the KPU community
 - Potential in strengthening current partnerships at KPU or initiating new partnerships
 - How the proposed activity will drive internationalization across KPU campuses?
 - Accuracy of budget and qualifications of the applicant
 - Ability to demonstrate that funds will be used within 6-12 months of being selected

Application Deadlines

There are two rounds of applications accepted per year.

- The application deadline for Round 1 is **February 19** for Summer & Fall semesters
- The application deadline for Round 2 is **July 4** for the Fall & Spring semesters

Application Documents

- Submit an [Application Form](#) and **supporting documents**:
 - Additional budget form (if applicable)
 - CV of the applicant
 - A “Letter of Invitation” from the host institution and/or partner (if applicable)

**Please note that it is also required to have the approval to travel by the time period you indicated by your supervisor*

Completed applications must be sent to Global Development Team at global.partnerships@kpu.ca

Post Trip Requirements

Applicants must also submit the following documents within 30 days of completion of their faculty mobility activities:

- A personal note of thanks to the donor
- A post-trip report to KPU International
- A sharing presentation with other fund recipients in the semester after project completion
- Flight booking + confirmation of experience from the host

Need additional support or have a question? Reach out to the KPU International Global Development office (global.partnerships@kpu.ca). **But first, please check out the FAQ.**

FAQ

The purpose of this FAQ section is to answer common questions faculty may have with regard to the guard.me Global Mobility Fund.

1. I am a part-time regular KPU faculty member. Am I eligible to apply?

Yes, you are eligible to apply as long as you are a regular KPU faculty member.

2. How long will I have before I have to use the funds?

Successful applicants will have six months to one year from the committee approval date to complete their proposed activity.

3. What if there are trip disruptions due to COVID-19/pandemic-related reasons?

Unfortunately, your funding will be canceled. However, you are welcome to resubmit an updated proposal and application for the next round.

4. Can the funds allocated be deferred?

Due to limited funding, payments cannot be deferred in case a successful candidate is unable to proceed with the scheduled activity. The faculty member is advised to notify KPU International if the circumstances of the activity change.

5. How will the funds be distributed? Will I have to advance the payments?

Payment will be in advance in the form of a cheque or direct deposit to the amount approved by the selection committee. Information will be required for cheque requisitions. Proof of flight booking confirmation will need to be submitted to KPU International.

6. How many grants are available for distribution?

KPU International hopes to provide **four** faculty mobility opportunities per calendar year through this fund. There will be two rounds of applications per year. KPU International aims to select **two** successful candidates for each round of applications. More faculty mobility opportunities may be funded as capacity permits. Annual distribution amounts may vary from year to year.

7. What are the timelines for receiving applications in 2024?

Round	Application Deadline	Eligible Semesters	Funds Available	Committee Approval
1	February 19, 2024	Summer 2024, Fall 2024	TBC	By April 2024
2	July 4, 2024	Fall 2024, Spring 2025	TBC	Within 3 weeks of the application deadline

8. Can I spend the funds on another project not outlined in the global mobility application?

No, all funds must only be spent on the activity approved in the submitted application.

9. Can I apply for funding more than once?

If you were successful in receiving the global mobility fund, priority would be given to applicants who have not been awarded. Should additional funds be available, other applicants will be considered.

10. Who can I contact if I need additional support?

Should you have additional questions, or require support in connecting with existing KPU partners, please reach out to our Global Development team global.partnerships@kpu.ca.