

## GUARD.ME INTERNATIONAL INSURANCE GLOBAL MOBILITY FUND KPU INTERNATIONAL

The Faculty Mobility Program will award KPU faculty members with up to \$4000 per academic year for engaging in international professional opportunities. Through these mobility opportunities, faculty will be able to exchange best practices with existing or new partners and promote internationalization on campus.

By engaging in an international setting, faculty members will 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 objectives outlined in both the [Academic Plan](#) and [Vision 2023](#).

Applicants are eligible for funding up to **\$4000 per person** and are encouraged to find supplemental funding through other sources both externally and internally (i.e. department, 0.6% PD Funds).

### Eligible Activities (Examples):

- Joint research activities (including a possible collaboration with other faculty members)
- Exchange of academic materials with international universities and organizations
- Shared and/or mutually agreed upon teaching of students
- 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 in 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*

### Funding must be used to pay for ELIGIBLE travel expenses only, such as:

- 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)

**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

### Who Can Apply?

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).

### Application Process:

Apply by submitting an **Application Form** and any applicable **supporting documents** by the application deadline. There are two rounds of applications accepted per year.

- The application deadline for Round 1 is **January 30<sup>th</sup>** (\*\*Extended to February 28 for 2020\*\*)
- The application deadline for Round 2 is **June 30**

#### **Completed applications must be sent to:**

**Global Development Team**

**[Global.Partnerships@kpu.ca](mailto:Global.Partnerships@kpu.ca)**

Need additional support or have a question? Reach out to the KPU International Global Development office

([global.partnerships@kpu.ca](mailto:global.partnerships@kpu.ca)). **But first, check out the FAQ.**

### Supporting Documents:

Applicants must also submit the following supporting documents:

- Additional budget form (if applicable)
- CV of the applicant
- A "Letter of Invitation" from the host institution and/or partner (if applicable)

### Post Trip Requirement:

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 testimonial statement to KPU International

## Selection Criteria:

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

- Online application and supporting documents are received by the deadline posted
- Eligible and complete applications will be assessed based on:
  - The proposed activities' link to KPU's Vision 2023 and Academic Plan
  - The proposed activities' direct benefit to students and 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

## FAQ:

The purpose of this FAQ section is to answer common questions faculty may have with regards 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. Can the funds allocated be deferred?**

Due to limited funding, payments cannot be deferred in case that 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.

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

KPU International staff will support the booking of flights, accommodation, conference fees, etc., to the amount approved by the selection committee. Meal per diems and other variable expenses will have to be paid by the faculty member and reimbursed upon return.

**5. 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.

**6. What are the timelines for receiving applications?**

Round	Application Deadline	Committee Approval	Funds Available
1	January 30 <sup>th</sup>	February 15 <sup>th</sup>	\$8750
2	June 30 <sup>th</sup>	July 15 <sup>th</sup>	\$8750

**7. 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.

**8. 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.

**9. 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](mailto:Global.Partnerships@kpu.ca).