

MOBILITY for INTERNATIONALIZATION FUND (MIF)

With the financial support from:
GUARD.ME INTERNATIONAL INSURANCE

&

KWANTLEN POLYTECHNIC UNIVERSITY

*Applicant Guidelines
Call for Proposals 2025/2026*

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1. Purpose of the Mobility for Internationalization Fund (MIF)

The purpose of the Mobility for Internationalization Fund (MIF) is to support KPU's Vision 2026 and the Internationalization Plan by providing KPU's faculty members with an opportunity to participate in international mobility opportunities that further their cross-cultural learning and engagement, thus enriching the university's global learning environment, and help KPU increase its global competitiveness and respond to global education and skills development needs.

In particular, the MIF places a special focus on supporting participation in [field schools](#) and [Collaborative Online International Learning \(COIL\)](#) projects, alongside other forms of internationalization. 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 KPU's [Vision 2026](#).

1.1. Priorities of this Call for Proposals

Priority 1. Project proposals that drive internationalization efforts across KPU campuses. For more information about the institutions' internationalization efforts and strategy, please visit the webpage: [Internationalization at KPU](#).

MIF will prioritize projects that support field schools and Collaborative Online International Learning (COIL) initiatives, reflecting the fund's commitment to advancing KPU's strategic internationalization priorities. Proposals fostering dialogue and engagement in these areas are strongly encouraged.

Other projects aligned with and supporting KPU's broader internationalization efforts are also welcomed.

Priority 2: Proposed projects that initiate new partnerships and/or strengthen current international partnerships. For the current and complete list of all international partnership, please visit KPU International [database](#).

Notes:

- All proposed projects must be aligned with KPU's Vision 2026 **AND** provide direct benefits to students' development of global citizenship and to a wider KPU community.

Projects may also be part of a larger initiative, with activities submitted as separate proposals over multiple years.

1.2. Expected Outcomes

- Projects directly support and contribute to internationalization efforts at KPU;
- Projects support development of new partnerships and/or further develop the existing international partnerships;
- Projects contribute to the development of intercultural competencies of KPU faculty members to enable them to foster a culturally and globally aware curriculum, with international elements, thus contributing to students' development of global citizenship and preparing them to meet the needs of their future workplace, whether in Canada or internationally;
- Funded projects contribute to KPU's Vision 2026;
- Sharing learning experience activities with the community (students and fellow faculty members, as well as wider KPU community).

2. Eligibility

2.1. Applicant Eligibility

- Applicants must be **REGULAR (Full-time or Part-time)** or **NON-REGULAR TYPE 2 (Full-time or Part-time)** KPU faculty employees. Please refer to regular KPU faculty employee definitions as outlined in the faculty collective agreement. See Article 1, Section 1.05 (Definitions).
- Each applicant is allowed to submit only one application per application round.
- One application can include multiple candidates, but only one application should be submitted for all the candidates in that specific round.
- While candidates are welcome to reapply for this funding opportunity annually, priority will be given to faculty members submitting their applications for this fund for the first time.

Important notes:

- Successful applicants are required to complete and submit the [Travel Authorization Form](#), signed by the Dean, prior to their departure date. Please note that this form is not mandatory at the application stage.
- For two or more applicants submitting one proposal, please note that *separate* Travel Authorization Forms must be completed by the applicant(s), and signed by the respective Deans of the applicants' departments.
- Applicants, who are on educational leave or with assigned time release for special projects, must obtain approval from both the Dean and their direct supervisor, if different from the Dean.
- Completed and signed Travel Authorization Forms must be submitted to global.partnerships@kpu.ca for KPU International's records.
- ***Please note that salary and benefits, including backfilling/paying for a substitute instructor during applicant's travel, are not eligible to be funded under this Call for Proposals (see section 2.4. of the guidelines).***

2.2. Eligible Project Activities

Proposals for projects and associated activities that are in line with the purpose, priorities, and expected outcomes outlined in this Call for Proposals are eligible for funding.

Please see below the list of some examples* of eligible projects and project activities:

- Shared and/or mutually agreed upon teaching of students and experiential learning programs for students (e.g. travel related to developing a Collaborative Online International Learning (COIL) course, guest lecturing, field schools, work integrated learning, etc.);
- Participation in international conferences that have a direct international educational focus. Note: Preference will be given to the applicants presenting at conferences highlighting KPU's internationalization;
- Exchange of academic materials with international universities and organizations;

- Collaborative academic programs;
- Development and delivery of joint seminars, and academic meetings that have an immediate international educational focus.

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

Important note:

Please note that only projects with already determined travel destination, including the travel dates and secured letter of invitation from the host/partner institution (if applicable), will be taken into consideration. Should successful applicants' proposed dates change, KPU International must be notified within 10 business days.

2.2. Ineligible Project Activities

The following project activities will not be funded through this fund:

- Personal travel, activities, or meetings
- Research activities
- Projects related to engagement in pastoral, missionary, or other professional religious activities

2.3. Eligible Expenses

- Flights. Note: We recommend booking refundable options or purchasing cancellation insurance for expenses incurred.
- 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 comply with KPU's FM5 BUSINESS AND TRAVEL EXPENSE POLICY & PROCEDURES.

2.4. Ineligible Expenses

- Salary and Benefits, including backfilling/paying for a substitute instructor during applicant's travel
- Passport fees
- Capital and/or infrastructure cost, including software purchase
- Any expenses related to ineligible project activities (see section 2.2. of this Call for Proposals)

All other expenses noted as ineligible in KPU's FM5 Business and Travel Expense Policy and Procedures

3. Value and Duration

Individual Applications:

Successful applicants will receive funding of up to **CAD 5,000** to support their projects.

Joint Applications:

If two or more faculty members collaborate on a joint application, they may submit a single proposal with a **maximum budget of CAD 10,000** per application.

Case-by-Case Exceptions:

The Selection Committee may, on a case-by-case basis and contingent upon available funding, approve funding requests exceeding **CAD 5,000** for individual projects. However, under no circumstances will more than **CAD 10,000** be approved for joint applications submitted by two or more applicants.

Additional Funding Sources:

If additional funding is required to support the project in its entirety, applicants are encouraged to explore other funding opportunities. This includes applying to other sources such as KPU's **0.6% Professional Development Fund** or other institutional funding programs.

Applicants are advised to carefully consider their budgetary needs and the availability of

complementary funding sources to ensure the successful completion of their projects.

Successful applicants will have until **March 31st, 2026** to finalize their travel and submit an expense report to KPU Finance.

4. Application Deadline

The application deadline for this year is **March 10th, 2025, at 5 p.m. PST.**

Note: Applications submitted after the deadline will not be reviewed by the Selection Committee, and the applicant will be removed from the competition.

Please note that the deadline for next year may change. We encourage you to visit KPU International [faculty mobility funding page](#) frequently for the updated information.

5. How to Apply

The following proposal documents should be completed and forwarded to global.partnerships@kpu.ca before the deadline:

- [The Proposal Description Form](#)
- [The Budget Form](#) (please note that both sheets, i.e. the Budget and Budget Justification tabs, must be completed)
- A “Letter of Invitation” from the host institution and/or partner (if applicable)

Note: Incomplete applications will not be reviewed by the Selection Committee, and the applicant will be removed from the competition.

6. Selection Criteria

Applications will be reviewed and assessed based on the following criteria:

- The quality of the proposed project and its budget, considering the planned project activities;
- Project’s contribution to KPU’s internationalization efforts;
- Proposed project’s contribution to initiating new and/or developing the existing

international partnerships;

- Direct benefits of the project to KPU's students;
- Alignment of the proposed project with KPU's Vision 2026, and
- Proposed project's knowledge-sharing strategy.

Applicants are encouraged to review **Appendix A: Evaluation Rubric** for a comprehensive understanding of the selection criteria. This document provides detailed information on the metrics and standards used to assess applications.

All applicants should receive the information regarding the outcome of their application within 1-2 months following the application deadline.

Please note that there is no guarantee of funding until the applicant receives the official approval of their application from the KPU International office. All costs applicants incurred prior to the official approval of their application, are not eligible to be covered with funds from the MIF.

7. Next Steps for Selected Applicants

7.1. Pre-Trip Requirements:

Successful applicants are required to:

- submit the following documents to global.partnerships@kpu.ca prior to the trip:
 - [Travel Authorization Form](#) (signed by the Dean and Supervisor, if applicable);
 - KPU's Employee Agreement and Acknowledgment for International Mobility Form (completed and signed by the applicant);
 - Any receipts/invoices (flight tickets, accommodation etc.) available at the time.
- Attend pre-departure training provided by KPU International staff.

7.2. Post Trip Requirements

7.2.1. Program Evaluation

Within **3 weeks** of completion of the faculty mobility activities, faculty members are required to complete the [Post-experience Questionnaire Form](#) and submit it, together with any relevant

photos/videos/other media and signed [Photo Release & Waiver Agreement](#), to global.partnerships@kpu.ca.

7.2.2. Expense Reconciliation

Successful applicants **must** reconcile the amount received as part of the approved fund disbursement. Kindly ensure that you meticulously account for all your expenditures and maintain detailed records of your receipts.

The reconciliation process is as follows:

- The *Expense Report Form* with all receipts attached must be completed as part of the reconciliation process. The current version of the *Expense Report Form* can be found on this page: [Finance Forms](#). Receipts must be provided in line with KPU's FM5 Business and Travel Expense Policy and Procedure.
- Completed and signed Expense Report Form, with all receipts attached, should be forwarded to global.partnerships@kpu.ca for the review and sign off.
- If there are any unspent funds, kindly mail completed and signed cheque noting the remaining amount, addressed to "Kwantlen Polytechnic University", to the following mailing address:

KPU International (Cedar Building, Room 1145)
12666 72 Avenue
Surrey, BC
V3W 2M8
- After applicants receive their approved and signed Expense Report Form & receipts, they should forward it to Finance at Accounts.Payable@kpu.ca for KPU records.

Note: Approved Expense Report Form needs to be submitted to Finance before the end of the current fiscal year (March 31st of the following calendar year). Example: if your project has been approved in July 2024, your trip needs to be finalized, all expenses and receipts accounted for and submitted with the approved Expense Report to KPU Finance no later than March 31, 2025.

8. Contact Us

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 below.**

Frequently Asked Questions (FAQ)

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

Yes, you are eligible to apply. REGULAR (full-time or part-time) or NON-REGULAR TYPE 2 KPU faculty employees are eligible to apply.

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

Successful applicants will have until March 31st of the following calendar year to complete their proposed project. Example: if your project has been approved in July 2025, your trip needs to be finalized, all expenses and receipts accounted for and submitted with the approved Expense Report to KPU Finance no later than March 31, 2026.

3. What if there are trip disruptions due to unforeseen circumstances such as natural disasters, war, or pandemics?

If the funds have already been issued, you must repay the total amount, including any non-refundable expenses made using the allocated funds. Otherwise, your funding request will be cancelled if the funds have yet to be issued. However, we encourage you to resubmit an updated proposal and application for consideration in the next round of funding. *We also recommend booking refundable options or purchasing cancellation insurance for expenses incurred.*

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?

Annual distribution amounts vary from year to year. Typically, up to five proposals per

calendar year are funded through this fund. More faculty mobility opportunities may be funded as capacity permits.

7. What is the application deadline in 2025?

The application deadline for this year is **March 10th, 2025, at 5 p.m. PST.**

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

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

9. Can I apply for funding more than once?

If you were successful in receiving the Guard.me MIF funding before, you are allowed to apply again with different project proposal; however, please note that the priority will be given to applicants who have not been awarded yet. Should additional funds be available, returning applicants will be considered.

10. Who can I contact if I have more questions or need additional support?

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

11. If I receive funding and then I am made redundant can I still use the funding?

Unfortunately, if faculty are made redundant after they receive funding, they will need to return the funds if they haven't finalized their experience by the time their employment at KPU ends.

12. Can I still apply for funding if I have been made redundant?

Funding is only available to regular KPU faculty members and "Type 2" Non-Regular KPU faculty members. Unfortunately, if you have been made redundant you are no longer a KPU employee and would not be eligible to apply for funding.

APPENDIX A – Selection Criteria

Criterion	Insufficient Evidence = 1	Emerging = 2	Developed = 3	Exemplary = 4	Score
Proposal Quality	Insufficient information is provided; unclear what the proposal is about	Proposal is unclear or otherwise offers limited details of the main project goals and/or project activities	Project main goals and activities are clearly presented in the proposal	Proposed project clearly describes the main goals and activities, with the significance of the project strongly and clearly articulated	
Budget Quality	Budget contains numerous ineligible expenses and lacks sufficient information about budget expenditures and their connection to project goals and activities	Budget contains some ineligible expenses and requires further clarification on number of items to understand their connection to project goals and activities	Budget is clear, contains no ineligible expenses, and provides a reasonable connection to project goals and activities	Proposed budget is clear, detailed, realistic considering proposed activities, contains no ineligible expenses, demonstrating a strong connection to project goals and activities	
Direct Benefits to KPU Students	The proposed project does not explicitly note any benefits for, or appear to benefit, KPU students	The proposed project notes indirect, or minimal, benefits for KPU students	The proposal clearly explains how the project has direct benefits to KPU students, detailing specific ways in which students will benefit	The proposal thoroughly outlines the direct benefits to KPU students, making these benefits a central focus of the project, with comprehensive strategies to maximize student engagement and impact	
Relationship to KPU's Vision 2026	No explicit relationship between the proposed project and KPU's Vision 2026	Proposed project mentions alignment with KPU's Vision 2026, but provides minimal or unclear explanation on how the project supports these goals	Proposed project clearly explains how it aligns with and supports KPU's Vision 2026, detailing specific goals and initiatives	Proposed project demonstrates a strong and comprehensive alignment with KPU's Vision 2026, showing a deep understanding and commitment to advancing these goals through detailed and strategic initiatives	
Knowledge Sharing Strategy	No knowledge sharing plan has been noted in the proposed project	Proposed project notes a knowledge sharing plan, which includes sharing with either students or fellow faculty members, but not both	Proposed project notes a knowledge sharing plan, which includes sharing with both students and fellow faculty members	Proposed project notes a comprehensive knowledge sharing plan, which includes sharing with students, fellow faculty members, broader KPU community, publishing papers etc.	
Priority #1 (weighted)	1	5	10	15	
Contribution to KPU's Internationalization Efforts	No connection to KPU's internationalization efforts has been noted in the project proposal	The proposed project notes a minimal or marginal contribution to KPU's internationalization efforts	The proposed project presents a significant contribution to KPU's internationalization efforts	The proposed project prioritizes and strongly advances KPU's internationalization efforts, demonstrating a high level of commitment and impact	
Priority #2 (weighted)	1	4	7	10	

APPENDIX A – Selection Criteria

Contribution to Partnership Development	No connection to partnership development has been noted in the project proposal	The proposed project notes a minimal or marginal contribution to partnership development	The proposed project presents a significant contribution to partnership development	The proposed project prioritizes and strongly advances partnership development, demonstrating a high level of commitment and impact	
Total Score:					Max 45