

Mobility for Internationalization Fund (MIF) Proposal Description Form

Applicant Information

Name

Job Title

Faculty/Area

KPU Email

Phone Number

Mailing Address

Have you received any
funds from the MIF
Fund in the past? Yes
 No

If yes, define value
and project name

Have you submitted
proposals/received funds for the
same/similar project already? Yes
 No

If yes, kindly add
details here:

Employment Status

Proposed Project/Initiative

Project/Initiative Title

Location (Country and City/
Region)

Local Partners (if applicable)

Proposed Travel Dates
(MM/DD/YY to MM/DD/YY)

- 1. Proposal Overview:**
**1a. What are the main
project goals?**
**1.b. Please outline the
proposed project
activities.**
(max. 500 words)

2. How does the proposed project contribute to KPU's [internationalization efforts](#)?

(max. 250 words)

3. How does the proposed project contribute to initiating new partnerships and/or strengthening current KPU international partnerships?

(max. 250 words)

4. How does the proposed project benefit KPU students and contributes to fulfilling KPU's [Vision 2026](#)?

(max. 250 words)

5. After completion and return to Canada, how will you share the knowledge obtained while overseas? Please be as specific as possible (i.e. workshops, publishing research paper, etc.)

(max. 250 words)

Acknowledgements & Signatures

Use of Funds:

- All the funds from the MIF provided to the applicant must be used solely for the proposed activities, as presented in this proposal document.
- Upon finalizing the proposed project/initiative (and no later than March 31, 2026), a completed and signed Expense Report, with all receipts attached, must be submitted to KPU Finance for KPU records.
- All unspent funds provided by this Fund must be returned to KPU.

Compliance:

- The applicant must comply with all statements presented in KPU's EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FOR INTERNATIONAL MOBILITY form.

Donor Recognition & Appreciation:

- The International office would like to acknowledge and recognize both guard.me International Insurance and KPU as donors for this Fund. By accepting these funds, the applicant agrees to complete the post-experience questionnaire, including a personal note of thanks to the donors, as well as provide photos/videos and other media, within 3 weeks of their return to be profiled on KPU International's communication channels.

Dean's and / or Direct Supervisor's Approval:

- Please note that this application is **not** a [travel authorization form](#). Your travel needs to be approved by your Dean and/or your direct supervisor, if different from the Dean. If your proposal is successful, completed and signed travel authorization form must be submitted to global.partnerships@kpu.ca prior to your departure. This form is not required to be submitted together with your proposal.
- 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.
- Please note that, upon the receipt of this application, your Dean and/or direct supervisor will receive a notification of your application as well.

Name and the Position of your Dean:

Name and the Position of your direct supervisor (if different from the Dean):

I confirm, agree to, and acknowledge **all** the statements above.

Applicant's Signature

Date

INTERNAL USE ONLY

KPU International Approval

Date