

THIS IS A SAMPLE AND IS PROVIDED FOR PLANNING PURPOSES ONLY.

THE ACTUAL APPLICATION PROCESS IS ENTIRELY ONLINE AT ABROAD.CALPOLY.EDU > FACULTY/STAFF OPPORTUNITIES > CAL POLY GLOBAL PROGRAMS.



CAL POLY

CPGP Development Travel Grant Application

CPGP Questionnaire #1. Faculty Information

(*) Indicates the question is required.

1. Faculty - Full Name (*)
2. Faculty - Department (*)
3. Faculty - College (*)
4. Faculty - EMPL ID (*)
5. Faculty - Cal Poly Email (*)
6. Faculty - Office Phone (*)
7. Faculty - Cell Phone (*)
8. Faculty - Years at Cal Poly (*)
9. Faculty - Title (*)
(e.g., Professor, Associate Professor, Assistant Professor, Lecturer, etc.)
10. Faculty - Expertise (*)
Describe your academic, cultural, and linguistic experience and expertise related to the country and region of the proposed program. Outline your qualifications and experience to lead an international study program, including any prior experience you have leading students on either international or domestic trips. Suggested range between 300-800 words.

CPGP Questionnaire #2. Global Program Development Travel Grant

(*) Indicates the question is required.

1. Summary of Prospective Program (*)
Provide a brief summary of the custom Cal Poly Global Program that you intend to propose after taking an exploratory trip to a potential program site. Include the future program's purpose, learning objectives, and description of why/how the study site was selected. Note

the term and year in which you intend for the program to launch. Also include the courses that will be offered on the program, and the target audience for student participants (e.g., majors). If known, please note whether your future program will be Self-support (Extended Education) or Stateside. If known, please note the Service Provider or host institution to be used on the program. Suggested range between 300-800 words.

2. Summary of Travel Plans (*)

Please provide details about the trip you plan to take to explore a potential site for a new Cal Poly Global Program. Include the tentative dates and duration of your trip. During your trip, will you meet with representatives from a potential study abroad Service Provider or host institution? Please explain. What other reconnaissance will you conduct and local contacts will you make during this trip? Suggested range between 300-800 words.

3. Alignment with funding priorities (*)

Please describe how the program you intend to propose after your trip will align with one or more of the funding priorities:

- To establish programs in countries or regions in which Cal Poly has few or no study abroad programs*
- To increase the accessibility of studying abroad, with particular emphasis on students of limited economic means and students in underrepresented populations*
- To provide programming in academic disciplines not currently represented among Cal Poly Global Programs*
- To offer interdisciplinary and/or general education coursework*
- To offer intentionally-designed and culturally appropriate experiential and/or service learning*

4. Funding Request (*)

Specify the total amount of funding requested (up to \$3,000).

5. Matching Funds (*)

Describe any other funding that will be allocated towards your program development travel (including personal funds or outside/private funds). If your department or college has committed matching funds, please indicate the amounts. Matching funds should also be mentioned in the letter of support from your Department and College.

6. Budget Itemization (*)

Provide an itemized budget for the expenses that fall under your grant amount request. Items typically include: Round-trip international airfare, baggage costs, ground transportation (taxis, shuttles, car rental, or public transportation costs), per diem for meals, per diem for lodging, museum entrance fees, site tours, etc. If applicable, note which items are to be covered by International Center travel grant funds, and which items are intended to be covered by department/college/personal funds, etc. Suggested range between 300-800 words.

CPGP Questionnaire #3. Curriculum Vitae Upload

(*) Indicates the question is required.

1. Faculty Leader CV (Upload PDF) (*)
Using the interface below, please upload your current CV. If multiple faculty are leading the program, please upload the CV for each one.
 2. Additional Faculty Leader CV (Upload PDF) (*) *If there is an additional faculty leader, please upload their CV here.*
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CPGP Questionnaire #4. Department/College Approval Letter Upload

(*) Indicates the question is required.

1. Department and College Approval Letter (Upload PDF) (*)
Download the Department and College Approval Letter here:
[CPGP_Dept-College_Approval-Letter](#)

Once the letter has been completed and signed by your Department Chair and College Dean, scan and upload it using the interface below.

When asking your department and college representatives to sign the letter of support, it is recommended that you provide them with a summary of your proposal/application form.

CPGP Questionnaire #5. Optional Supplemental Uploads

1. Optional Uploads
If you have additional documents to supplement your proposal/application, please use this optional questionnaire to upload additional material(s). You may upload more than one file. Examples include the following optional items:
 - *Sample itinerary*
 - *Additional letters of support*
 - *Relevant email correspondence*
 - *For renewing programs, please upload the curriculum vitae (CV) for any new faculty leaders.*
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CPGP Signature Document #1. International Group Leader Agreement

International Group Leader AGREEMENT

The planning and preparation involved in implementing an international program through Cal Poly (either a Cal Poly Global Program or an International Group Trip) is a detailed and time-sensitive process for both the Program Leaders and for the staff members in the International Center. Prior to departure, the International Center informs Group Leaders of the resources available to them for conducting and leading a successful Cal Poly program abroad. Faculty and staff leading groups abroad must review the referenced documents, participate in a workshop on leading groups abroad, and complete this Agreement. The agreement was developed to provide transparency in the roles and expectations of the international Group Leader.

Key Policy and Procedural Agreements

I understand that, as a Group Leader for a Cal Poly international program, I am expected to:

- 1. Coordinate with the International Center staff and Service Provider staff all on-site logistics, and assume ultimate responsibility on-site for the execution of logistics.*
- 2. Complete all of the Group Leader pre-departure requirements in a timely manner.*
- 3. Attend a Group Leader Preparation Workshop offered by the International Center. Attendance must be on file before a Program Leader may depart for a program. Program approval is contingent upon completion of the Preparation Workshop and related online training. Group Leaders must attend a Workshop each year during which they are leading students abroad.*
- 4. Lead or co-lead a Pre-Departure Orientation (or series of pre-departure meetings) and an Arrival Orientation for student participants to cover health and safety information (including known health and safety risks of the local environment; information on any required or recommended vaccinations; information from the State Department website; communication and emergency protocols; preventative measures against sexual assault, medical services and insurance abroad, etc.); expectations of conduct for students on Cal Poly programs and consequences of noncompliance; legal, environmental, political, cultural, and religious issues in the host country; and the responsibilities of participants on the proposed program.*
- 5. Review and obtain necessary visas or residence permits, if required. Notify all travelers that they must have valid passports that will remain valid for at least 6 months (please review the specific requirements for your country/ies of destination) after the planned return date and that there are no stamps in passports that may present problems for the intended travel.*
- 6. Supply the International Center with complete contact information while in country, as well as a detailed calendar of activities for the program. Understanding that the Group Leader is the main emergency responder 24/7, you must carry a cell phone for the duration of the program, and provide the International Center and student participants with that cell phone information as soon as it is available.*
- 7. Complete the Travel Companion information for spouses/partners and any dependents (if applicable). Note that when traveling abroad, the Group Leader is responsible for students and should not be the primary care giver to friends or family members not associated with the Cal Poly program.*
- 8. Follow the Cal Poly Global Health & Safety Plan in the event of a crisis (major or minor), including contacting International Center staff immediately in the event of student illness, hospitalization, or other serious incident. Review the self-guided Training Module on Crisis Prevention, Preparedness, and Response.*
- 9. Submit an online Incident Report to the International Center for any incidents involving student disciplinary action; arrest of participant; any crime perpetrated against a participant, Group Leader, or on-site staff or on university property abroad; student illness (physical or*

mental) or injury to a participant; death of a participant; or any other major incident, immediately following the (initial) resolution of the incident.

10. Understand that my Group Leader eligibility is contingent upon satisfactory conduct standing and that my personnel records may be accessed and reviewed by Academic Personnel, Human Resources, or the Cal Poly International Center Director. Additionally, program approvals are contingent upon a review of my proposal, expertise and experience at the proposed destination, evaluations and other measures of success of international programs I have led previously, and ability to provide thorough and complete information in a timely manner. Group Leader duties may also require successfully passing a background check per [CSU Coded Memorandum HR 2017-17](#). My eligibility to travel abroad with students may be revoked by CAL POLY at any time for failure to maintain and uphold good conduct standing or other provisions in this agreement.
11. Carry out the Group Leader duty to appropriately manage students traveling abroad as a group. Specific responsibilities include identifying and mitigating risks, organizing and accompanying program participants during program activities and excursions, ensuring that appropriate arrangements are in place, and responding to emergencies. **Additionally, I affirm that as a Program Leader I will model good and appropriate behavior including, but not limited to, responsible alcohol consumption, full participation and attendance in activities and being present for the duration of the program, evincing intercultural sensitivity and respect, displaying appropriate boundaries with students, and providing a respectful and engaging environment for academic, cultural and personal learning for all.**

Additionally for Cal Poly Global Program Faculty Leaders, I understand that I am expected to:

1. Follow the program's specific final budget as set after the program enrollment is finalized, and abide by Cal Poly and CSU financial and accounting rules in the administration of the program. Changes to the budget and additional expenditures are only allowed with the advance approval of the Director of the International Center.
2. Understand if the program is based on a Self-Support or Stateside model and therefore how I will be compensated, according to the details provided in the Program Development Guide. Comply with all of the policies and procedures including those outlined in the Faculty Handbook for Cal Poly Global Programs.
3. While abroad, submit weekly status reports via email to globalprograms@calpoly.edu. After the end of the program, submit a record of travel expenses (with receipts) to the International Center within 7 days, and a Post-Program Report within 30 days.
4. I acknowledge that if selected to teach on a Cal Poly Global Program, I am unable to hold a concurrent stateside appointment for the CSU.

After submission of this Agreement, I will not alter my plans to lead this program except for an unforeseen and major personal or family emergency that makes my participation impossible (e.g., serious illness, death in the family, and similar crises).

By electronically signing this document, I am acknowledging my commitment to lead the proposed program. I am also indicating my agreement to all of the terms and policies noted above.

CPGP Signature Document #2. Program Development Guide

Future Cal Poly Global Program Faculty Leaders are asked to review the CPGP Program Development Guide.

Please sign below electronically to indicate that you have read this resource.

After reading the Program Development Guide, please direct any questions to the Global Programs staff at the Cal Poly International Center.

Thank you.