St. Catherine University
Sister Antonine O’Brien Award for Foreign Study
Guidelines and Application

Purpose:
To promote development of Global Search for Justice courses by providing funding to travel abroad for course planning and development.

Award Amount:
The Elizabeth C. Quinlan Foundation has established an endowed fund in honor of Sister Antonine O’Brien to support faculty development. Each year one $5,000 grant is awarded. Awarded funds will be available to use between June 1st and May 31st of the fiscal year following the year in which you apply.

The award amount is intended to support one person’s travel. However, for faculty applying for the fellowship option, the award may not cover expenses for the full time abroad, at which point the recipient will need to supplement the cost with additional funding or limit travel dates.

If two faculty will be teaching the course, they may share the award. However, as funding is limited, we cannot guarantee funding for two faculty.

Background:
Sr. Antonine, a 1926 graduate of the College of St. Catherine, made many contributions in her long relationship with the College. Founder and editor of The St. Catherine Wheel, she taught in the English Department until she was named dean in 1937. In 1945 she was named Assistant Provincial of the Sisters of St. Joseph and remained in that position until she became president of the College in 1949. St. Joseph Hall was built during her term as president. Also during those years “College Cooperation” among libraries of several colleges in the area was initiated, a forerunner of the ACTC. Later she served as provincial superior of the St. Paul province of the Sisters of St. Joseph until 1970, when she began the archives for the community. Sister Antonine continued this work until her retirement in 1978.

Application Deadline:
All applications and supporting materials must be completed and submitted via email to Raine de Campeau (rdecampeau@stkate.edu) in the Office of Global Studies by February 1st of each year.

Eligibility:
All ranked full-time and ranked part-time faculty members are eligible to apply (adjunct faculty are not eligible). Priority will be given to faculty members who have not received a study abroad course award within the past two years. Applicants must have taught GSJ on campus before applying.

Teaching Requirements:
Recipient is expected to teach the study abroad course during the academic year for the following year and preferably one additional time. Recipients of the award must teach the course one time and are strongly encouraged to teach it twice.

Fellowship Requirement:
Faculty new to study abroad may apply to use the funds to accompany an existing course with the intention to take over leadership for that course, or to develop their own course. Preference will be given to faculty who have taught at the university for over one year. Recipients of the grant for use as a fellowship will not be given priority if they apply for a study abroad course award within the proceeding two years.

Review Process:
Applications will be reviewed by the Global Studies Advisory Committee and the CORE Committee. Applicants will be notified by e-mail within three weeks after the committees meet.

Updated 03/2016
Proposals will be evaluated according to the following criteria:

1. ADHERENCE TO UNIVERSITY AND DEPARTMENTAL MISSION AND GOALS
   a. St. Catherine University Mission/Vision: To what extent does the course foster the excellence of the University and/or link to the mission and vision of St. Catherine University?
   b. Internationalization Initiative: To what extent does the course further the goals of the Internationalization Plan? (The Internationalization Plan can be found on the internal website of the Office of Global Studies).
   c. Global Search for Justice: To what extent does the course fulfill the goals and objectives of the CORE and of GSJ?

2. CURRICULAR STRENGTH
   a. Sound Learning Objectives and On-site Integration: Given the on-site location and resources, are the learning objectives for the course sound, clear and attainable? How does the proposed course integrate on-site resources with course objectives?
   b. Global Search for Justice Goals: Link the course description and learner outcomes to the GSJ goals and objectives.
   c. Innovation: Is the course new and innovative?

3. RATIONALE FOR TRAVEL
   a. Budget: Is the budget reasonable for the travel proposed?
   b. Rationale for travel: What is the rationale for travel in the course planning and development? What partnerships do you need to develop? What contacts and resources will you explore? What will you need to find out abroad, that you cannot learn on campus? What is incomplete in your course planning that you must travel abroad to complete or fulfill?
   c. Experience or Commitment: Evidence of a commitment to and/or experience with study abroad programs or courses. Evidence of commitment to experiential learning and its role in a study abroad course.
   d. Detailed Travel Plans: Has the applicant included detailed travel plans to the proposed site(s)?

4. APPLICATION MATERIALS
   5. Submission of Application Materials: Has the applicant submitted all the required materials?
   6. Strength of the Proposal: Is the proposal complete, well-developed and clearly written?

Report of Findings:
At the completion of the grant period, a final project report and budget summary (including rationale for all funded items) are to be submitted within four weeks of the completion of the planning phase to the Office of Global Studies and to Department Chair/Program Director. (Final report is required for consideration of future awards.)
APPLICATION MATERIALS: (Submit all of the following materials)

1. **Title Page**
   - Name(s)
   - Department(s)
   - Course Title
   - Intended travel dates

2. **Narrative**
   Attach a narrative that describes the proposed course and travel in a maximum of 5 pages.

   Include the following:
   - Describe the course and proposed travel using as much detail as possible. Be sure the travel you are proposing is feasible given the available resources (time, location, cultural context, funding, etc).
   - Describe training and experience to contribute to the course (if the course topic is outside your academic discipline, describe what training and experience you have to teach this course), experience in proposed location(s), contacts you may have in the host country(ies) and language(s) and level of proficiency.

   Additionally, include:
   **Course development proposal:**
   - Identify the expected outcomes of the planning and travel.
   - Submit a tentative syllabus and itinerary for your intended course.
   - Include details of your contacts, resources, visits, etc., who you will meet on-site and what they will contribute to your course, as well as your rationale for needing to visit them in person.

   **Fellowship proposal:**
   - Describe your intentions of either taking over the course or developing something different. In the case of offering a different course, please include the topic, course level and a brief summary.
   - List 4-5 objectives you’d like to accomplish by accompanying this course.
   - If developing a separate course, please list the additional contacts you will make outside of the scheduled course activities.

**Statement of Support**
All applications require prior approval of the CORE directors and your department chair(s). Include a brief, signed statement of support from the CORE directors and from all department chairs/program directors in whose departments you teach, including their commitment to you teaching the course twice. If you are the chair of your department, include a statement from your dean. If two faculty plan to share the award, statements of support from both faculty’s department chairs/program directors and/or deans must be included.

**Budget**
This award provides $5000 for travel and scholarship expenses. Prepare a realistic, detailed budget and rationale for all items. Funds can support transportation, living expenses, housing, tuition, resource materials, and tuition or conference fees. Please be as accurate and detailed as possible and provide explanation where appropriate. (See an example below.) For the Fellowship option, consult with Raine de Campeau to get a budget of expenses for a specific course.

Please note that recipients are responsible for keeping careful budget records. Original receipts and rationale for all items budgeted are required for reimbursement.

**Curriculum Vitae**
Submit a CV for each faculty member planning to travel under the award. Please limit CVs to two pages.

Updated 03/2016
Sample proposed budget:

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<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare (MSP-Beijing) Dates: August 3-12</td>
<td>$1100</td>
</tr>
<tr>
<td>Train travel (Beijing, Shanghai, Xian, Nanjing)</td>
<td>$200</td>
</tr>
<tr>
<td>Hotels (9 nights @ $100 per night average)</td>
<td>$900</td>
</tr>
<tr>
<td>Meals (10 days @ $40/day)</td>
<td>$400</td>
</tr>
<tr>
<td>Admission fees to museums</td>
<td>$30</td>
</tr>
<tr>
<td>Local transportation (public + taxis)</td>
<td>$100</td>
</tr>
<tr>
<td>Total</td>
<td>$2730</td>
</tr>
</tbody>
</table>
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Final Report Form

The purpose of the final report is to demonstrate the value of the grant program and to help the university strengthen opportunities for professional development. Please refer to your original application. Submit final report to Raine de Campeau, Office of Global Studies and the CORE Office.

Current Date
2. Name(s)
3. Department(s)
4. Course Title
5. Dates of travel

Summary

1. Budget report. Include both the proposed budget and actual spending. (See example below.)
2. Overall, to what extent were the goals of your travel grant met? What outcomes/products resulted from this experience?
3. To what extent did the seminar contribute to your professional development as a scholar and educator, and/or to the improvement of learning?
4. Describe your plans to incorporate learning or findings from grant travel into your intended course proposal?
5. Describe any plans for continued skill development in order to offer the course (ex. Language acquisition, additional research, etc.).
6. Describe any plans for sharing your learning with the broader St. Kate’s community.

Sample budget report:

**Proposed:**

<table>
<thead>
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<th>Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Airfare (MSP-Beijing)</td>
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<tr>
<td>Dates: August 3-12</td>
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<tr>
<td>Train travel (Beijing, Shanghai, Xian, Nanjing)</td>
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</tr>
<tr>
<td>Admission fees to museums</td>
<td>$30</td>
</tr>
<tr>
<td>Local transportation (public + taxis)</td>
<td>$100</td>
</tr>
<tr>
<td>Total</td>
<td>$2730</td>
</tr>
</tbody>
</table>

**Actual:**

<table>
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<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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<td>Dates: August 3-12</td>
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<tr>
<td>Train travel (Beijing, Shanghai, Xian, Nanjing)</td>
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<tr>
<td>Hotels (9 nights @ $100 per night average)</td>
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<tr>
<td>Meals (10 days @ $40/day)</td>
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<td>Admission fees to museums</td>
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<tr>
<td>Local transportation (public + taxis)</td>
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<td>Total</td>
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Updated 03/2016