

President's Innovation Fund for International Experiences
Program Policies

- I. *Program requirements*
 - a. Student participants must be Harvard undergraduates, unless:
 - i. an unanticipated enrollment shortage requires the participation of non-Harvard undergraduates, or
 - ii. an experiential aspect of the program involves co-participation by Harvard and foreign students, or
 - iii. the program is designed as a joint undergraduate-graduate program.
 - b. Duration of the students' residence abroad must be at least 8 weeks
 - i. proposals can be for a new 8+ week program or the extension of an existing <8 week program
 - ii. on-campus supplements to an international experience do not need to meet the 8 week requirement.
 - c. The program must be administered by a Harvard unit with sufficient administrative capacity to adequately support the program. Such units may be departments, international or area studies centers, the Harvard Summer School, or other entities.
 - d. Proposed programs are expected to take place within two calendar years.

- II. *Faculty Eligibility*
 - a. The program must have a faculty leader or P.I. who meets one of the following criteria:
 - i. Holds a "ladder faculty" appointment (Assistant, Associate, or Full Professor) at any School other than Harvard Medical School
 - ii. Holds a "Quad Appointment" at Harvard Medical School
 - iii. Holds the title Professor of the Practice or Professor in Residence
 - iv. Holds a multi-year appointment as a Senior Preceptor
 - v. Holds a multi-year appointment as a Lecturer in any School and must be "On Quad" if at HMS or HSDM
 - vi. Holds the title Adjunct Assistant or Adjunct Associate at the Graduate School of Design

- III. *Term-time program teaching relief*
 - a. If the proposed program will take place during the fall or spring semester of the academic year, proposals must include a letter from the department chair and the relevant School Dean acknowledging the faculty member's absence from normal teaching requirements.

- IV. *Application Requirements*
 - a. A description of the activity (not more than two pages)
 - b. A detailed budget (including categories of expense and specific planned expenditures, e.g., travel, food, honoraria, facilities rentals, etc.)
 - c. A plan for administrative management of the activity
 - d. Letters of commitment to the project (one from the designated faculty leader assuming fiscal, administrative, and intellectual responsibility for the program and one from each participating faculty member specifying the level of involvement to which he or she is prepared to commit)
 - e. A proposed plan for securing program funding after the Innovation Fund's seed money has been used

- V. *Funding*
 - a. Grants will not cover the cost of student participation in the program.
 - b. During a two-year pilot test launched in 2010-11, grants may cover compensation for faculty if:

- i. All programmatic components of all approved proposals are covered and funds still remain
 - ii. The requested compensation does not exceed 1/9th of the faculty's salary.
 - c. Up to \$6,000 of the award can be allocated to cover the overhead costs of the administrative unit.
 - d. If the proposed program will take place in the subsequent calendar year, funds should be expended in that time. If the program will take place in the second calendar year, the funds should be expended by the end of the second year.
 - e. Grants will not exceed \$60,000.
- VI. *Reporting*
 - a. Awardees are required to submit summary reports by the application deadline of the following year's program that address:
 - i. What activities the group has engaged in
 - ii. Who has participated
 - iii. The substance of the issues explored
 - iv. How the program created an immersive international experience for students
 - v. The impact this funding made on the program
 - vi. How the program will continue in subsequent years, including funding sources
 - b. Awardees are required to conduct an evaluative survey of their student participants and to report the results to the PIFIE committee. A sample evaluation survey will be provided to awardees.
- VII. *Renewal awards*
 - a. Awardees may apply for renewal funding
 - b. Applications are due on the application deadline for new proposals
 - c. Applications for renewal funding will fulfill the summary report requirement
- VIII. *Marketing*
 - a. Acceptance of award gives the PIFIE committee permission to market the program, which may include but is not limited to listing a summary of the program on the PIFIE website; listing a summary of the program in any PIFIE promotion, such as a Harvard Gazette article; and announcing the program at events, such as the International Activities Workshop sponsored by the Office of the Vice Provost for International Affairs.