

**Cover Sheet & Budget Summary**  
**Kohler Fund Application for Faculty Grants**

Please fill out this cover sheet completely and follow its instructions. The Committee must have all of this information prior to reviewing your application. Please note that it is essential to review the Kohler Fund brochure for 2008-09 thoroughly before completing this cover sheet. That brochure provides a detailed explanation of the Fund and its priorities. The brochure is available from the **International Programs Center** or on-line at <http://www.uncg.edu/ipg/facultystaff/internationalize/kohlerbrochure0809.pdf>. Thank you for your interest in International Programs at UNCG.

Name _____	Faculty Rank _____	
Department _____	Address _____	Campus Phone _____
Brief Title of Proposed Project _____		
<b>Under which priority area is it being submitted? (please check appropriate areas)</b>		
Research Assignment _____	Research Grant Internal _____	Research Grant External _____
New Faculty Grant _____	Summer Excellence Grant _____	Special Projects _____
Institutional Linkages _____	Internationalizing the curriculum _____	
Student Programs _____	Teaching _____	

**FOR EACH DIFFERENT PROGRAM AREA, FOLLOW THE INSTRUCTIONS BELOW PLUS THE GENERAL INSTRUCTIONS FOR ALL PROPOSALS:**

For **RESEARCH** (deadlines January 23, or April 10, 2009) (maximum request \$1,500): attach a copy of the letter of award and application materials for the intra- or extramural grant you have received.

For **STUDENT PROGRAMS** (deadlines September 26, 2008, or January 23, 2009): attach a one- or two-page memorandum indicating in order:

- a) The nature of the program or activity for which funding is sought;
- b) A statement of why that program or activity is important (including an estimate of the number of students who will benefit); and
- c) A description of the steps that will be taken to achieve objectives.

For **INTERNATIONALIZING THE CURRICULUM** (deadlines September 26, 2008, or January 23, 2009): attach a one-or two-page memorandum indicating in order:

- a) The nature and importance of the curricular innovation that you propose;
- b) The academic units that will be most directly involved (include letters of endorsement from the heads of those units)
- c) The particular objective you have in mind; and
- d) A plan of action (including a time line) for achieving that objective.

**Cover Sheet & Budget Summary**  
**Kohler Fund Application for Faculty Grants**

For **TEACHING** (deadlines January 23, or April 10, 2009) (maximum request \$1,500): attach a one-page memorandum describing the activity to be supported by the Kohler supplement, and attach a copy of the letter of award of the Advancement of Teaching and Learning (ATL) grant.

For **INSTITUTIONAL LINKAGES** (deadlines September 26, 2008, or January 23, 2009) (maximum request \$1,500): attach copies of letter(s) or Email(s) of interest and/or invitation from the proposed partner institution; and attach a one-page memorandum addressing in the following order:

- a) The background leading to the request;
- b) The nature of the opportunity;
- c) The potential benefits to be gained; and
- d) The activity to be supported including dates.

For **SPECIAL PROJECTS** (deadlines September 28, 2007, or January 25, 2008): attach copies of letters of support from other groups involved in the project and attach a two- to three-page memorandum addressing in the following order:

- a) The activity to be supported including program details;
- b) The reason why it is important to UNCG;
- c) Those involved in project funding and execution; and
- d) The potential benefits to the UNCG community.

**FOR ALL PROPOSALS:**

1. Did you consult with the Associate Provost for International Programs regarding your Kohler application? Yes No If yes, when and how? \_\_\_\_\_

2. Attach a one-page, five column, line item budget indicating anticipated expenses. Columns: 1) Travel items, 2) Cost for each item, 3) Amounts from other sources, 4) Names of the other sources, and 5) Amount requested from the Kohler Fund. For each item, provide a brief explanation of that item and how you arrived at a cost figure for it.

3. Attach copies of any supporting letters from your department head, dean, organizational representatives, etc. to your application. (NOT required for RESEARCH and TEACHING priority proposals). Where appropriate they should indicate the amount of cost-sharing they are willing to provide. The greater the amount of cost-sharing you can demonstrate, the more competitive your proposal is likely to be.

4. Indicate the total amount requested from the Kohler Fund \_\_\_\_\_

5. Indicate the total amount of matching funds \_\_\_\_\_

6. Signature of your Department Head \_\_\_\_\_ Date \_\_\_\_\_

7. Signature of your Dean \_\_\_\_\_ Date \_\_\_\_\_

8. Your Signature \_\_\_\_\_ Date \_\_\_\_\_

## BUDGET SUMMARY for




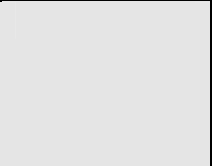
One-Year Request for

### International Programs Center (IPC) Grants (Kohler Fund)

IPC Grants and New Faculty Research, Regular Faculty Research, or Summer Excellence Grants must cover the same time period.

NAME: _____	CAMPUS PHONE: _____
DEPARTMENT: _____	
CAMPUS ADDRESS: _____	

DESCRIPTION	COST	OTHER FUNDS		KOHLER REQUEST	APPROVAL (FOR IPC USE ONLY)
		Source	Amount	Amount	
<b>Transportation – Air</b>	_____	_____	_____	_____	
<b>Rail</b>	_____	_____	_____	_____	
<b>Road</b>	_____	_____	_____	_____	
<b>Accommodations</b>	_____	_____	_____	_____	
<b>Meals</b>	_____	_____	_____	_____	
<b>Other expenses (specify)</b>	_____	_____	_____	_____	
<b>Other</b>	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

<b>TOTAL BUDGET (for all columns)</b>	_____				
---	-------	---	--	---	---