IDEAS Program Grant Competition

2025 Request for Proposals

RFP Issuance Date: **October 15, 2024**
Closing Date/Time: **December 12, 2024, 11:59 p.m. Eastern Standard Time**

The U.S. Department of State's IDEAS Program is pleased to announce the launch of its 2025 IDEAS grant competition, which assists U.S. colleges and universities in creating and/or expanding their study abroad programming in support of U.S. foreign policy goals. The IDEAS (Increase and Diversify Education Abroad for U.S. Students) Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning.

U.S. colleges and universities are invited to submit applications for projects to create and/or expand outbound study abroad programs and/or resources that align with U.S. foreign policy goals. The 2025 grant competition will award approximately 35 grants of up to $35,000 each to accredited colleges and universities. This cycle will also provide an opportunity for consortia of U.S. colleges and universities to apply for additional funding for collaborative projects focused on preparing the workforce of the future. Approximately one IDEAS consortium grant of up to $50,000 will be awarded in this category. More details can be found in Section 2c.

The 2025 Request for Proposals (RFP) process is divided into two phases in order to make the grant competition more accessible and equitable, in particular for lower-resourced institutions whose staff may not have extensive grant-writing experience. In Phase One of the RFP process, U.S. colleges and universities will submit a brief proposal describing the concept and general components of their proposed projects to create, expand, and/or broaden study abroad capacity at their institutions. Successful Phase One applications will describe a high-quality project idea aligned with the eligibility requirements listed on pages 4-5 of this RFP and with the review criteria on pages 6-8. The IDEAS Program will then invite approximately 70 semi-finalist applicants to submit full proposals during Phase Two of the competition.

Phase One of this competition will open on October 15, 2024, and close on December 12, 2024, at 11:59p.m. Eastern Standard Time via the IDEAS Grant Competition Application Portal. Should your institution be unable to access and/or submit an online application, please email IDEAS@worldlearning.org to inquire about alternative submission options. **Applications submitted after the closing date and time will not be considered.**

Grant Competition Timeline

October 15, 2024	Phase One opens
October 22, 2024	IDEAS Grant Competition Informational Webinar
November 7, 2024	Deep Dive: Aligning Your Proposal with U.S. Department of State Priorities
November 13, 2024	Ask A Grantee Webinar
December 12, 2024	Phase One closes
January 2025	Applications reviewed by study abroad professionals
Early February 2025	Semi-finalist selection announced; Phase Two begins
March 2025	Semi-finalist applicant webinar trainings (dates TBA)
April 17, 2025	Phase Two closes; Semi-finalists submit full proposals
April-May 2025	Applications reviewed by study abroad professionals
June 2025	Finalists announced

September 1, 2025 -February 28, 2027   Grant period of performance

We invite your questions concerning this RFP; please submit them to IDEAS@worldlearning.org with "IDEAS 2025 Grant Application – [Your Institution Name]" in the subject line. A list of frequently asked questions from previous grant competitions is available on the program website. The IDEAS Program will host optional but recommended webinars to discuss the grant competition throughout October and November 2024. A recording of each webinar will be shared on the program website within one week of the webinar. Please see Section 2a for more information.

Issuance of this RFP, or the submission of an application, does not constitute an award commitment on the part of the IDEAS Program, nor does it commit the IDEAS Program to pay for costs incurred in the preparation and submission of an application. The IDEAS Program reserves the right not to fund any or all applications received.

SECTION 1: PROGRAM DESCRIPTION

1a. Background and Objectives

The IDEAS Program is a program of the U.S. Department of State with funding provided by the U.S. Government and supported in its implementation by World Learning. The IDEAS Program expands and bolsters American student mobility in support of U.S. foreign policy goals by providing institutional grants to U.S. colleges and universities and by offering virtual and/or in-person capacity building activities for grant recipients and the larger U.S. study abroad community. The expansion of study abroad at U.S. higher education institutions increases mutual understanding between American students and their international counterparts; develops American students' international networks and knowledge, particularly as related to U.S. foreign policy priorities; and enhances American students' readiness for careers that benefit both their local communities and the United States at large. The goals of the IDEAS Program are to:

- Create or expand U.S. colleges and universities' capacity to administer study abroad programs that are primarily for U.S. undergraduate students and align with U.S. foreign policy goals;
- Increase the number of U.S. undergraduate students studying or interning abroad for academic credit, with an emphasis on expanding both the students and institutions taking part in study abroad and the destinations to which they travel; and
- Collect, develop, and share best practices for creating and/or expanding study abroad opportunities for U.S. students with the broader U.S. higher education community through trainings and other capacity building initiatives.

1b. Potential Project Models

The IDEAS Program invites applicants to propose creative and innovative project concepts to create and/or expand study abroad programming at their institution. Examples of the types of projects that applicants may propose include, but are not limited to:

- Create a faculty-led study abroad program;
- Create internship/experiential learning program(s);
- Develop study abroad resources or materials;
- Form or further develop partnerships with universities in a wide variety of international locations, particularly destinations that are underrepresented in study abroad;
- Support the development of a new study abroad position or office at the college or university;

IDEAS Program – 2025 Request for Proposals

- Embed global, international, or intercultural exchange elements into courses in order to internationalize curricula;
- Develop hybrid and/or virtual exchange models and programs. If proposing virtual programming, applicants must specify how it will complement in-person exchange programs and campus internationalization goals.
- Work with a new or established consortium* of colleges and/or universities to address areas of mutual need, including but not limited to the project types above.
  - *Consortia proposing programming specifically focused on preparing the workforce of the future, please see Section 2c.

Proposals may include a focus on the needs of a specific student group that is underrepresented in study abroad on an applicant's campus. Please note though that all activities, programs, and resources developed and/or implemented with IDEAS Program funding must be accessible to students, faculty, and administrators regardless of race, color, or national origin, in compliance with Title VI of the Civil Rights Act of 1962.

For further examples of project ideas, please review the Grantee Project Descriptions on our website.

All institutions applying for an IDEAS grant must substantively address at least one of the following U.S. foreign policy goals through their program activities. Competitive proposals will consider these goals in the context of travel and activities abroad as well as potential impact on U.S. communities and students' career readiness. Examples of potential program themes are provided, but applicant institutions will want to demonstrate creativity in selecting topics that are authentic to their institutional mission and goals. Further examples of project ideas categorized by foreign policy goals can be found in *Appendix C: Foreign Policy Goals in Action*.

- Civil Society, Journalism, and Education
  - Example programming could focus on the role civil society, journalism, and/or education play in shaping public knowledge and governance.
- Climate, Energy, and the Environment
  - Example programming could focus on agriculture and rural development, climate, conserving nature, food security, natural resource management, ocean and polar affairs, and renewable energy.
- Democracy and Human Rights
  - Example programming could focus on governance, human trafficking, immigration, refugees, and women's empowerment.
- Economic Development and Entrepreneurship
  - Example programming could focus on business, closing skills gaps in local communities, human resources, infrastructure, resource development, and trade.
- Global Health
  - Example programming could focus on combatting drugs, contagious and infectious diseases, COVID-19 recovery, nursing, and public health policy and management.
- Technology and Innovation
  - Example programming could focus on artificial intelligence, cybersecurity, critical and emerging technologies, digital engagement and policies, engineering, and technology cooperation.

NOTE: In both phases of the grant proposal, applicants will be asked to indicate which U.S. foreign policy goal(s) their proposed projects plan to address and how they will seek to address it. Applicants may address more than one foreign policy goal but should identify a primary foreign policy goal of focus.

TIP: Proposals that request funding to support domestic capacity building such as the development of resources, faculty and staff professional development, or creation of an institution's first study abroad program may fit best under the *Economic*

Development and Entrepreneurship foreign policy goal. The proposal may then detail how the international experience related to the proposed program activities will help students to develop global career skills that they can use to support their future careers or economic development in their local community.

1c. Eligibility Criteria

To be eligible for consideration, proposals must meet the following eligibility criteria:

1. The grant competition is open to accredited U.S. colleges and universities physically based in the United States or its territories with a broad range of capacity to administer study abroad programs. This includes institutions that currently have limited or no experience administering study abroad programs as well as those with established programs;
2. Proposals must support primarily U.S. undergraduate student mobility abroad, although graduate student participation in programs is allowed. Proposals do not need to support the creation or expansion of a specific study abroad program. The IDEAS Program welcomes innovative ideas for how to build (or rebuild) study abroad capacity on campus or nationally, for example, through the creation of study abroad resources addressing outreach needs on an applicant's campus or the development of virtual activities to complement in-person exchanges;
3. Funding may not be used to support direct outbound or inbound student costs, including but not limited to scholarships, travel, passports, tuition, or meals for U.S. or foreign students. Funds may be used to support U.S. faculty and/or staff travel overseas as well as travel for foreign faculty and/or staff to come to the United States to support program development. Group travel or program costs such as ground transportation, room rental, or cultural visit or tour fees that include both faculty and student participants are allowable. These group costs should be limited to no more than 5% of the total budget. All grant-funded travel must comply with the [Fly America Act](#);
4. While an institution as a whole may submit more than one proposal, individual units within an institution (i.e., schools, colleges, offices) may submit only one application each. If an institution is organized into a single school or college, it may only submit one proposal. Individual campuses within wider university systems will be considered separate institutions.
   a. Example 1: The School of Business of X University and the School of Nursing at the same X University may each submit separate proposals.
   b. Example 2: Within the School of Business of X University, the Marketing Department and Finance Department may only submit one proposal total.
   c. Example 3: The School of Business of X University - City A and the School of Business of X University - City B may each submit separate proposals.
5. IDEAS grants can support the development of *in-person* U.S. study abroad programming in foreign locations with a [U.S. Department of State Travel Advisory](#) Level 1, 2, or 3. Development of in-person programming in foreign locations with a U.S. Department of State Travel Advisory Level 4 is not permitted.
   a. In the event that a proposal is selected for an IDEAS grant and the destination changes to a Level 4, the recipient may be required to change their program location or other planned program activities to align with U.S. Department of State travel policies.
   b. The IDEAS Program reserves the right to request program changes for specific countries or areas if deemed necessary during any stage of the application, selection process, or program period. Final awards are contingent upon the availability of funds and the security situation in-country. Furthermore, grant-funded overseas travel and in-person activities abroad may be suspended in consultation with the U.S. Embassy in-country during the course of the program.
   c. Note: If selected for an IDEAS grant, institutions using funds to support travel to foreign locations will be required to share travel and safety information with the IDEAS Program, and those traveling to Level 3

locations will need to provide additional safety details. More information will be provided on this following award issuance.

6. IDEAS grants can support the development of *virtual* U.S. study abroad programming in all foreign locations, regardless of their U.S. Department of State Travel Advisory level.

SECTION 2: PHASE ONE APPLICATION INSTRUCTIONS

2a. Application Guidelines

Applicants should read this RFP in its entirety and ensure their Phase One application addresses all items cited in this section and meets the eligibility criteria. All applications must be submitted by December 12, 2024, at 11:59p.m. Eastern Standard Time via the IDEAS Grant Competition Application Portal. **Applications submitted after this deadline will not be considered.** Should your institution be unable to access and/or submit an online application, please email IDEAS@worldlearning.org to inquire about alternative submission options. Applicants are encouraged to review *Appendix A: Application Portal Instructions* before submitting their application.

Prospective applicants are encouraged to review the FAQ document online and join informational webinars hosted by the IDEAS Program as outlined below. The purpose of these webinars is to provide an overview of the IDEAS grant competition and answer questions from interested applicants. Recordings of the webinars and related materials will be posted on the IDEAS Program website.

Webinar Information

1. Grant Competition Information Session
   Date: October 22, 2024
   Time: 11:30 a.m. to 12:30 p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_6h-Pj0GTQV2AVJpWioT5hw
2. Aligning Your Proposal with U.S. Department of State Priorities
   Date: November 7, 2024
   Time: 2:30 p.m. to 4:00 p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_8wmnUZ2HRe-osjYFgLv5uQ
3. Ask a Grantee Webinar
   Date: November 13, 2024
   Time: 1:00 p.m. to 2:00 p.m. Eastern Standard Time
   Register here: https://us06web.zoom.us/webinar/register/WN_NGHKiUTuTBGC-g40BWf-Bg

2b. Phase One Application and Selection Process

A complete Phase One application should not exceed 750 words and should include all information described below. All information will be entered directly into the IDEAS Grant Competition Application Portal. No documentation will be uploaded, and no additional information should be submitted as it will not be considered by the scoring panel. A full template of the Phase One application is included in *Appendix B: Phase One Application Template* for reference to assist applicants in developing their Phase One application.

Applicants should note that the selection criteria presented serve: (1) to identify the relevant topics which applicants should address in their applications; and (2) as the standard against which all applications will be evaluated. The application will be evaluated in accordance with the criteria set forth below.

Applications will undergo a preliminary review by the IDEAS Program for eligibility, completeness, and responsiveness to the RFP. Applications that do not meet the eligibility criteria, are incomplete, are unresponsive to the RFP, and/or are submitted after the due date will be deemed technically ineligible and will NOT be considered.

All Phase One applications deemed eligible and complete will be reviewed and evaluated by members of the scoring panel against the criteria described below. The scoring panel will be comprised of study abroad professionals and faculty from higher education institutions and organizations across the United States. The IDEAS Program will use the comments and scores of the scoring panel to select approximately 70 semi-finalists to move to Phase Two. In addition to the evaluation criteria described herein, the IDEAS Program reserves the right to consider factors such as the range of institution types, overseas destinations, and proposed program types represented, among other factors when selecting the pool of semi-finalists.

1. Institutional Description/ Statement of Need (150 words; 10 points):
    a. Proposal describes a project that addresses a clear need specific to the applicant institution's campus and speaks to why this issue is pertinent. The project is clearly tied to the institution's unique characteristics, needs, and goals.
    b. Proposal demonstrates a commitment to expanding study abroad in one or more of the following areas:
        i. Expanding study abroad at institutions traditionally underrepresented in study abroad, including but not limited to community colleges, Minority Serving Institutions (MSIs), rural institutions and institutions in states with lower rates of study abroad participation;
        ii. Expanding study abroad safely to new overseas destinations, especially those that are less common destinations;
        iii. Expanding study abroad to be more accessible for all students, including student groups that are currently underrepresented in study abroad on the applicant's campus.
2. Proposed IDEAS Project (300 words; 20 points):
    a. Proposal describes an idea that has potential to sustainably increase and/or expand the population of U.S. students who study abroad and/or the destinations where they study.
    b. Proposal outlines how, as a direct result of the award, the college or university will in the near term increase the number of primarily undergraduate students (though not necessarily exclusively undergraduates) who study and/or intern abroad for academic credit and/or the destinations where they study.
    c. Proposal depicts a project idea that is feasible within the time and cost restraints of the grant and is sustainable following the end of the grant period.
    d. Proposal clearly explains the project's goals.
3. Foreign Policy Alignment (150 words; 10 points): All institutions applying for an IDEAS grant must substantively address one or more U.S. foreign policy goals through their program activities.
    a. Proposal identifies a primary foreign policy goal. Applicants may also identify additional foreign policy goal(s) that their project addresses.
    b. Proposal clearly describes how the proposed activities directly address the identified U.S. foreign policy goal(s).
4. Budget Estimate (total amount of funding requested + 150-word summary; 10 points): Total budget estimate should not exceed $35,000 unless applying for an IDEAS consortium grant. Consortium grants should not exceed $50,000. You may wish to confirm estimated budgeted amounts with your sponsored programs, grants, or other institutional offices responsible for external funding. In particular, you should confirm your institution's indirect cost rate, as well as the fringe rate applied to personnel expenses. Please note that semi-finalists will be asked to submit a full project budget during Phase Two of the application and confirm that the budget presented meets all

institutional policies. At this time, you will be able to adjust your budget estimate submitted in Phase One and justify any significant changes as part of the full budget narrative. If an institution is then selected for an IDEAS grant and requests budgetary adjustments exceeding more than 10 percent of total grants costs as presented in its Phase Two proposal, the IDEAS Program has the right to deny this request and, if the proposed project is no longer viable, award funding instead to an alternate institution.

Budget categories to consider in your estimate include both administrative and program costs. Administrative costs may include salaries and wages, fringe benefits, and indirect costs. If faculty overload compensation is proposed, please ensure compliance with Uniform Guidance Requirements at 2 CFR §200.430(h). Program costs may include consultants, travel and transportation, supplies, equipment, and other direct costs. More information on these budget categories can be found in the FAQ document.

    a. Budget summary clearly outlines the use of IDEAS funds.

    b. All costs are allowable, reasonable, and cost-effective.

2c. IDEAS Consortium Grant, *Preparing the Workforce of the Future*

The IDEAS Program will award approximately one grant of up to $50,000 under the 2025 IDEAS grant competition to a consortium of at least two U.S colleges and/or universities to collaborate on building study abroad capacity, programs, and resources at U.S. colleges and universities that will focus on preparing the workforce of the future.

Through this consortium grant, the IDEAS Program aims to:

a) encourage collaboration and resource-sharing within U.S. higher education on how to use international education to more effectively prepare a future workforce that is equipped with global skills needed to meet local industry needs and drive U.S. economic prosperity;

b) increase study abroad capacity and programs linked to local workforce development goals;

c) provide expanded opportunities for U.S. students to participate in global workforce development opportunities, preparing them to participate in good-paying skilled jobs.

Applicants will need to identify an emerging or established but growing industry in their community that is currently facing a gap in skilled workers and outline how their proposal IDEAS grant project will help students obtain the international skills needed for their local workforce. This industry could be in any field, ranging from agriculture to cybersecurity to public health, but applicants will need to detail the industry-specific skills in demand in their community and how the proposed international programming will help develop them. Applicants will also be required to outline how they will share the lessons learned on developing study abroad programs and resources aligned with industry needs with the wider study abroad community. Consortium applications will need to engage at least two higher education institutions collaborating to address workforce needs in their communities.

Applications may represent an official or unofficial consortium, but all institutions receiving grants funds must be accredited U.S. colleges or universities. Applying consortia should identify a primary applicant that will submit the application, and if selected, serve as the prime awardee that will then issue subawards to the other consortium members for their portion of the program budget and activities. Applicants are required to specify at least one institution with which they will partner in Phase One. If selected as a semi-finalist, the applicant will need to name at least one individual staff person at the partner institution(s) in the Project Management Plan and Resumes as part of their Phase Two application.

As with all IDEAS grant applications, consortium grant applicants may propose a variety of project activities as outlined in Section 1b that aim at building study abroad capacity on their specific campuses. Regardless of the programming proposed, all consortium grant applicants must allocate at least $5,000 of their budgets to developing and sharing resources with the

wider U.S. higher education community. This could include, but is not limited to, creating and sharing study abroad program models and resources; developing one-pagers, videos, or infographics on topics such as aligning curricula with industry needs that could be used across different institutions; delivering virtual trainings based on best practices; creating a public webpage with resources; and other creative ideas. The resources developed and shared under this portion of the grant funding should be useable and accessible to other institutions outside of the consortium. Consortium grant applicants may choose to dedicate more than $5,000 to resource development and sharing, for example if they are proposing activities focused on more general research and resource development, but this is not required. Consortium grant applicants should briefly address how they will share resources with the U.S higher education community more broadly in their project description and budget in Phase One, and selected semi-finalists will be asked for more details in Phase Two.

Applicants who meet these criteria and others as outlined in this document may apply for a grant of up to $50,000 to support increased capacity for study abroad focused on preparing the workforce of the future.

In the Phase One and Phase Two selection processes, applicants for this consortium grant will be reviewed separately from the rest of the applicant pool, on their own panel. Evaluation criteria will remain the same in Phase One. In Phase Two, applicants not selected for the $50,000 consortium grant may be selected for an IDEAS grant of $35,000, contingent upon the submission and approval of a revised budget.

2d. Proposal Phase Application

Approximately 70 semi-finalists will be selected to advance to Phase Two of the grant competition. In Phase Two, applicants will provide a full proposal including a calendar of activities, monitoring and evaluation plan, budget documents, and other components. Details on the requirements of this phase will be shared with selected semi-finalists upon announcement of their application status in February 2025. Phase Two application components will resemble those described in the 2024 Phase Two Proposal Guidelines. Note that updates will be made to these requirements for the 2025 IDEAS grant competition. Applicant institutions selected as semi-finalists will be announced in February 2025.

The IDEAS Program anticipates awarding approximately 35 grants for a maximum funding level of up to $35,000 each plus approximately one grant of up to $50,000 to a consortium of at least two U.S colleges and/or universities to collaborate on building study abroad capacity, programs, and resources focused on preparing the workforce of the future. The grant period of performance will be for up to 18 months, starting on or about September 1, 2025, and ending on or about February 28, 2027. Applicants and grantees are not required to utilize the full 18-month grant period. World Learning will issue and oversee the grants awarded under this RFP. Grants awarded under the IDEAS Program will be subject to, and administered in accordance with, the U.S. Department of State's Standard Terms and Conditions.

Appendix A: Application Portal Instructions

Helpful Tips for IDEAS Program Grant Competition Applicants

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[Click Here to Access the Application Portal](#)

</div>

GETTING STARTED

- The 2025 IDEAS grant competition uses a new application platform. Even if you have previously applied for an IDEAS Program grant, all applicants will need to register with new accounts using the instructions below.
- Prospective applicants are able to preview the application without creating a new account. Primary applicants are able to [invite collaborators](#) to contribute to drafted applications.
- If you have difficulties with your account, please contact IDEAS@worldlearning.org. Please include "IDEAS Program 2025 Application – [Your Institution Name]" in the subject line.
  - o Please include as much information as possible (including the name and email address you used to register) with your message to explain the problem. If possible, include screenshots.
  - o Note that it may take up to 2-3 business days to receive a response to your question.

PLEASE FOLLOW STEPS 1-8 TO CREATE A PROFILE AND COMPLETE THE APPLICATION

Step 1: Create an Account

1. When initially accessing the Program Info page, the page will be in Preview Mode. Prospective applicants may navigate to the Eligibility Check to determine if they are eligible to apply and may preview the application phases using the toolbar on the left side of the screen.
2. When ready to begin an application, please click the "Apply" button in the top right corner.

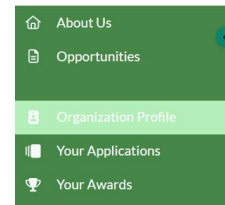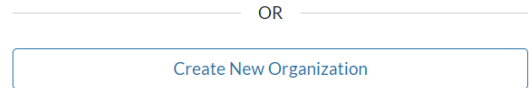IDEAS Program

Program Info

`Apply`

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3. Use the "I'm a new user" section to create your account. All applicants will fill in their first name, last name, email, and create a password meeting the requirements mentioned on the page. Then select "Create Account." You will be prompted to enter a 6-digit code to verify your account email which will be sent to your account email address. Please check your spam/junk emails.
   a. Your username will be the email address you use when you register for the applicant portal. Write down your password and keep this information in a safe place. If you forget your password, you will need to reset it.
   b. Only one account needs to be created for each application. If multiple individuals are contributing to the application, contributors can be added after the application has been created ([see Step 5](#)).
   c. If you forget your password, DO NOT continue guessing your password. If you type the incorrect password a few times, you will be locked out of the account. If you cannot remember your password, please always click on the 'Forgot Password' link.
      i. Once you click the link, it will prompt you to create a new password and confirm it. In order to

finalize the new password, you will also need to enter the 6-digit code sent to your email set up with the account.
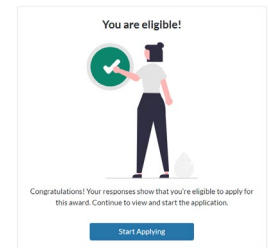
Step 2: Create or Edit a Profile

1. Once you have signed up your email and created a password, you will then be directed to create your organizational profile.
2. New accounts will start by clicking on the "Create New Organization" button. Do not click the "Search Existing Profiles" or "Create Using Guidestar" buttons. Enter all required information. Then select the "Create Organization" button. Note that you will not be able to start an application without creating a completed profile.

3. You may view or edit your institution profile any time by selecting "Back to Main Menu" text at the top of the left side of the screen. Select "Organization Profile" from the left side and select the "Edit Profile" button in the top right of the screen. Once any changes are made to the institutional profile, be sure to click the "Save Changes" button in the top right of your screen.

Step 3: Eligibility Check

1. Before starting a new application, you must complete an eligibility check. Respond to the three questions to determine if the project is eligible to submit an application.
   a. Read the questions carefully. If you accidentally select an incorrect response and are deemed ineligible, please email IDEAS@worldlearning.org so we can reset your account. All applicants must meet the listed eligibility criteria to be considered for an IDEAS grant.
2. Once you have completed the questions, select the "Check Eligibility" button in the bottom right corner of the screen.
3. If you are eligible, you will be brought to a screen that says "You are eligible!". From there, you may click the "Start Applying" button to begin your application.

Step 4: Start a New Application

1. To create a new application, click the 'Start Applying' button at the bottom of the eligibility confirmation. This brings you to the Phase One Application Page.
2. On the screen, you will select the "Start" button next to each section to begin filling out your application. You can navigate between application sections by using the "Next," "Back," or "Exit Section" buttons at the bottom of the screen.
3. On the Phase One Application Page, once you begin entering information into the application, you can select the "Download Now" icon on the top of the page to download a PDF of the application. The icon will change to a "Download" button once the PDF has been generated. Select the "Download" button to download the PDF. On the top right of the page, you can select the "Review" button to view the application as it would be seen during the proposal review process.
4. Once you have started filling out a section, you may save a draft of your application at any time by selecting "Save Draft & Exit Section" at the bottom of the screen of any section. You can tell if your draft was saved successfully by checking the Phase One Application Page.

⊘ Draft Saved (Last edited on 9/12/2024 at 1:15 PM EST)

Step 5: Add Collaborators

1. You can add collaborators to your application by selecting the icon with three people on the top of the Phase One Application Page. Use this option to grant colleagues contributing to the application access to the portal.
2. Fill in the First Name, Last Name, and Email Address, and then select the role from drop-down menu.
   a. A lead applicant can edit and submit the application and will receive all email notifications about the application. A collaborator can edit the application but will not be able to submit the application and will not get any emails from the system.
   b. Roles can always be changed by selecting the gear icon next to the account and selecting "Edit Permissions." Select the role and click "Save" in the bottom right corner. There can be multiple lead applicants on an application, but there must always be at least one.
3. "Active" next to the gear icon indicates an active account. If the person invited does not have an account, they will receive an email prompting them to "Accept Invitation". The link will direct them to create a new account. If they do already have an account, they will receive an email prompting them to log in. Once logged in, they will be brought to the General Application Homepage. They can access the application by selecting "Your Applications" on the left side and selecting "Continue" for the 2025 Grant Competition cycle application.

Izzy Test 6 has invited you to contribute to an application for IDEAS Program on Zengine.

Click the button below to log in and accept your invitation to collaborate with World Learning Izzy Test on Zengine.
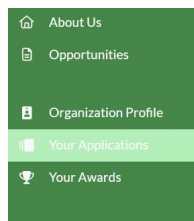
Accept Invitation

Izzy Test 6 has added you as a collaborator on an application for IDEAS Program on Zengine. Log in to the program portal https://world-learning.wizehive.app/organization/applications

Log In

Step 6: Return to Complete an Existing Application

1. Once you have started an application, you can return to it at any time until the application deadline. To return to an existing application, browse to the following link: https://world-learning.wizehive.app/program/ideas-program
2. Select "Log In" in the top right of the screen and enter your email address and password information. You will automatically be directed to the General Application Homepage. To navigate to your application, select "Your Applications" from the left side. This screen will list your in-progress applications. You can continue your existing application by selecting "Continue" for the 2025 Grant Competition cycle application. You will then be redirected to the Phase One Application Page to continue filling out your application.

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Opportunities

Organization Profile
Your Applications
Your Awards

Status

Draft   Continue
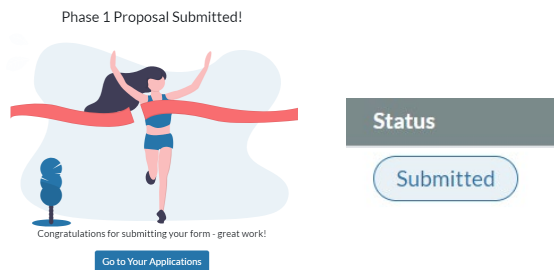
Step 7: Track Your Progress

1. You can track your application progress on the General Application Homepage. To navigate back to the Homepage from your Phase One Application Page, click the "Back to Main Menu" text at the top of the left side of the screen. Then select "Your Applications" from the left side.

2. If the status bar says "Draft", that means that there is an action/step that you need to take before submitting (a field needs to be filled out, etc.). Additionally, application sections that have yet to be completed within your proposal will be marked with a red bar when required sections are incomplete.

3. If the status bar says "Under Review", your application is in a review status, and no action needs to be taken at the moment.

Step 8: Submit Application

1. Once you have completed all required sections of the application, click the green "Submit" button in the top right of the screen. Once you click the green "Submit" button, you will no longer be able to edit your application. **Your application is not fully submitted until you click the green "Submit" button.**

2. If anything is incomplete, you will receive an error message. The incomplete sections will be highlighted in red.

3. When it has been submitted successfully, you will receive a message that says, "Phase 1 Proposal Submitted!" Lead applicants will receive an automated email confirming the submission of your application. On the General Application Homepage, your status should show as blue "Submitted". **Please ensure you receive this confirmation of submission email and that your status is listed as "Submitted".**

Contact World Learning for assistance: If you have question or if you need help completing your application, email IDEAS@worldlearning.org. Please include "IDEAS Program 2025 Application – [Your Institution Name]" in the subject line.

Appendix B: Phase One Application Template

Below is a template to guide the completion of your Phase One Application for the 2025 IDEAS grant competition. Please note that all information provided in this form will need to be entered into the IDEAS Grant Competition Application Portal. This template will not be uploaded to the portal; it is only intended to be used to guide the development of your application. The IDEAS Grant Competition Application Portal will also allow you to draft and save your application prior to final submission.

ORGANIZATION PROFILE

1. Name of Institution: _____

2. Contact information of individual completing application

    a. First Name: _____
    b. Last Name: _____
    c. Role or Title: _____
    d. Email Address: _____

3. Physical Mailing Address

    a. Country: _____
    b. Street: _____
    c. Address Line 2: _____
    d. City: _____
    e. State: _____
    f. Zip Code: _____

4. Please list your institution's accrediting body: _____
   A list of accrediting bodies can be found here: https://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html

5. Institution Type

    ☐ 2-year
    ☐ 4-year
    ☐ 2-/4-year

6. Institution Type

    ☐ Public
    ☐ Private

7. Institution Type

    ☐ Rural
    ☐ Urban
    ☐ Suburban

This is an application template intended for development of an IDEAS grant application. All information included in this template must be entered and submitted into the IDEAS grant competition application portal to be considered submitted.

8. Minority Serving Institution (MSI) Type

☐ Alaska Native-serving institution or Native Hawaiian-serving Institution
☐ Asian American and Native American Pacific Islander-serving Institution
☐ Hispanic-serving institution (HSI)
☐ Historically Black College or University (HBCU)
☐ Majority Minority Institution
☐ Minority Serving Institution Status Pending
☐ Native American-serving nontribal institution
☐ Predominantly Black Institution (PBI)
☐ Tribal College or University (TCU)
☐ Not Applicable

ELIGIBILITY CHECK

1. Is the primary applicant for this IDEAS grant an accredited, United States-based higher education institution?
   The IDEAS grant competition is open only to accredited, U.S.-based higher education institutions. Students, foreign institutions, companies, associations, or other non-education institutions are not eligible for this competition.

   ☐ Yes
   ☐ No

2. Does the proposed project support primarily U.S. undergraduate student mobility abroad?*
   Proposals must support primarily U.S. undergraduate student mobility abroad, although graduate student participation in programs is allowed. Proposals do not need to support the creation or expansion of a specific study abroad program.

   ☐ Yes
   ☐ No

3. Does the proposed project include financial support for direct inbound or outbound student costs?*
   Funding may not be used to support direct outbound or inbound student costs, including but not limited to scholarships, travel, passports, tuition, or meals for U.S. or foreign students.

   ☐ Yes
   ☐ No

PHASE ONE APPLICATION

General Application Questions

1. Primary Project Contact(s)
   Please enter the name(s) of up to three individuals in charge of the proposed project.

   a. First Name: _____
   b. Last Name: _____
   c. Role or Title: _____
   d. Email Address: _____

2. Please indicate your agreement with the following statement: I understand that each institutional unit may only submit one (1) Phase One proposal for consideration for an IDEAS grant.
    While an institution as a whole may submit more than one proposal, individual units within an institution (i.e., schools, colleges, offices) may submit only one application each. If an institution is organized into a single school or college, it may only submit one proposal. Individual campuses within wider university systems will be considered separate institutions.
    a. *Example 1: the School of Business of X University and the School of Nursing at the same X University may each submit separate proposals.*
    b. *Example 2: within the School of Business of X University, the Marketing Department and Finance Department may only submit one proposal total.*
    c. *Example 3: the School of Business of X University - City A and the School of Business of X University - City B may each submit separate proposals.*

    ☐ Yes
    ☐ No

3. Has your institution previously received a grant through the IDEAS Program or the Capacity Building Program for U.S. Study Abroad (the former name of the IDEAS Program)?
    If you are unsure, please review past grantee profiles on the IDEAS Program website to confirm past grantee status.

    ☐ Yes
    ☐ No

4. If so, in what calendar year did you receive this grant?
    Choose an item.

5. Are you or your department the main point of contact for this previous or in-progress grant?*

    ☐ Yes
    ☐ No

6. Institutions that are current or previous recipients of IDEAS grants must be in good standing with the program, including being current on all financial and written reporting requirements in order to receive a grant under the current IDEAS grant competition. Applicants who are actively implementing an IDEAS grant-funded project should address the current status of their project, demonstrating progress toward stated goals and its relation (if any) to their proposed project under this grant competition in the box below. Applicants who have completed their IDEAS grants may address their completed project's relation (if any) to their proposed project in the box below. (300 words)

    Click or tap here to enter text.

7. Please indicate which general IDEAS Program goal your proposal most closely aligns with: (Select all that apply)

    ☐ Expand study abroad at institutions traditionally underrepresented in study abroad (e.g., 2-year, MSIs, or rural institutions)
    ☐ Expand study abroad to be more accessible for all students, including groups that are currently underrepresented in study abroad on the applicant's campus
    ☐ Expand study abroad safely to new overseas destinations, especially those that are less common destinations

8. What type of project does your proposal aim to support? (Select all that apply)

☐ Create faculty-led study abroad program(s)
☐ Create internship/experiential learning program(s)
☐ Expand study abroad access for all students, including supporting student group(s) underrepresented in study abroad
☐ Develop campus/community resources
☐ Create or expand foreign partnership(s)
☐ Support the development of a new study abroad position or office at the college or university
☐ Develop virtual exchange programs or resources
☐ Curriculum Internationalization
☐ Other

9. If "other", please briefly describe your project type below.

Click or tap here to enter text.

Project Location

Provide information on the location focus of your proposed project.

IDEAS grants can support the development of in-person U.S. study abroad programming in foreign locations with a U.S. Department of State Travel Advisory Level 1, 2, or 3. Development of in-person programming in foreign locations with a U.S. Department of State Travel Advisory Level 4 is not permitted. Development of virtual programming is permitted in all foreign locations, regardless of U.S. Department of State Travel Advisory Level. Program development to U.S. territories, including but not limited to Puerto Rico, is not allowable.

If selected for an IDEAS grant, institutions using funds to support travel to foreign locations will be required to share travel and safety information with the IDEAS Program, and those traveling to Level 3 locations will need to provide additional safety details. More information will be provided on this following award issuance.

The IDEAS Program reserves the right to request program changes for specific countries or areas if deemed necessary during any stage of the application, selection process, or program period. Final awards are contingent upon the availability of funds and the security situation in-country. Furthermore, grant-funded overseas travel and in-person activities abroad may be suspended in consultation with the U.S. Embassy in-country during the course of the program. IDEAS Grants can support the development of virtual U.S. study abroad programming in all foreign locations, regardless of their U.S. Department of State Travel Advisory level.

10. In what region of the world will your program be focused?
Please select Multiple if your program will span multiple world regions. If your program is focused on domestic capacity building, please select N/A.

☐ Central America and the Caribbean
☐ East Asia and the Pacific
☐ Europe
☐ Middle East and North Africa
☐ North America (Canada and Mexico)
☐ South America
☐ South and Central Asia
☐ Sub-Saharan Africa

☐ Multiple
☐ N/A

11. In what location will your proposed program activities focus primarily?
    A dropdown list of locations will be provided in the application

    Click or tap here to enter text.

12. Do your proposed program activities take place in more than one location?

    ☐ Yes
    ☐ No

13. In how many locations will your program focus in total?

    Choose an item.

    a. In what location is your 2nd program located? Click or tap here to enter text.
    b. In what location is your 3rd program located? Click or tap here to enter text.
    c. In what location is your 4th program located? Click or tap here to enter text.
    d. In what location is your 5th program located? Click or tap here to enter text.

Proposal

Institutional Description/ Statement of Need (150 words):
Please provide an overview of the applicant institution in terms of demographics, existing capacity, current programs, and/or destinations represented as it relates to the proposed project described below. The description should address an institutional need specific to creating and/or expanding study abroad on the applicant institution's campus. Please state why the issue is pertinent to the applicant institution and/or broader context. Briefly describe the project proposed to address the stated context. This project should demonstrate a commitment to expanding study abroad in one or more of the following areas: Expanding study abroad at institutions traditionally underrepresented in study abroad, including but not limited to community colleges, MSIs, rural institutions, and institutions in states with lower rates of study abroad participation; expanding study abroad safely to new overseas destinations, especially those that are less common destinations; and/or expanding study abroad to be more accessible for all students, including student groups who are currently underrepresented in study abroad on the applicant's campus. Note that all activities, programs, and resources developed and/or implemented with IDEAS Program funding must be accessible to students, faculty, and administrators regardless of race, color, or national origin, in compliance to Title VI of the Civil Rights Act of 1962.

Proposed IDEAS Project (300 words):
Please describe in further detail a project idea that has potential to sustainably increase and/or expand the population of

U.S. students who study abroad and/or the destinations where they study. Proposal should outline how, as a direct result of the award, the college or university will in the near term increase the number of primarily undergraduate students (though not necessarily exclusively undergraduates) who study and/or intern abroad for academic credit and/or the destinations where they study. Proposal should also depict a project idea that is feasible within the time and cost restraints of the grant and is sustainable following the end of the grant period. Proposal goals should be clearly explained.

Primary Foreign Policy Goal:

Please select the singular, primary U.S. foreign policy goal your programming will address from the list below. Additional foreign policy goals that your project may address may be identified in the section below. Example programming for each foreign policy goal can be found on page 3 of the RFP.

- ☐ Civil Society, Journalism, and Education
- ☐ Climate, Energy, and the Environment
- ☐ Democracy and Human Rights
- ☐ Economic Development and Entrepreneurship
- ☐ Global Health
- ☐ Technology and Innovation

Foreign Policy Alignment (150 words):

Please identify the primary Foreign Policy Goal that your project will focus on and indicate how your proposed project activities will substantively address the Foreign Policy Goal you have selected. If your project will address multiple Foreign Policy Goals, you may identify additional goals here.

Budget

Provide budget details such as total budget amount, indirect cost rate, fringe rate, and a budget summary.

Total budget estimate should not exceed $35,000 unless applying for an IDEAS consortium grant. Consortium grants should not exceed $50,000.

You may wish to confirm estimated budgeted amounts with your sponsored programs, grants, or other institutional offices responsible for external funding. In particular, you should confirm your institution's indirect cost rate, as well as the fringe

rate applied to personnel expenses. Remember that no direct inbound or outbound student costs may be included in your proposed budget, including but not limited to scholarships, travel, passports, tuition, or meals for U.S. for foreign students.

Please note that semi-finalists will be asked to submit a full project budget during Phase Two of the application and confirm that the budget presented meets all institutional policies. At this time, you will be able to make adjustments to your budget estimate presented in Phase One, and justify any significant changes as part of the full budget narrative. If an institution is then selected for an IDEAS grant and requests budgetary adjustments exceeding more than 10 percent of total grants costs as presented in its Phase Two proposal, the IDEAS Program has the right to deny this request and, if the proposed project is no longer viable, award funding instead to an alternate institution.

How much funding does your proposal request? _____
IDEAS grant budgets may not exceed $35,000. IDEAS consortium grant budgets may not exceed $50,000.

Please enter your institution's fringe rate: _____
General information about Fringe Benefits can be found at the following link. Please refer to your institution's Fringe Benefits Rates for the purpose of this budget: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431

Please enter your institution's indirect cost rate: _____
Please find more information on Indirect (F&A) costs here: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRd93f2a98b1f6455/section-200.414. More information relevant to Indirect (F&A) costs as they relate to IDEAS Grants can also be found in the FAQs: https://www.studyabroadcapacitybuilding.org/wp-content/uploads/2023/10/05-IDEAS-2024-FAQs-rev.-9.27.23.pdf

Budget summary (150 words):
Please clearly outline the major costs anticipated under this grant. Budget categories to consider in your estimate include both administrative and program costs. Administrative costs may include salaries and wages, fringe benefits, and indirect costs. Administrative costs may include salaries and wages, fringe benefits, and indirect costs. If faculty overload compensation is proposed, please ensure compliance with Uniform Guidance Requirements at 2 CFR §200.430(h). Program costs may include consultants, travel and transportation, supplies, equipment, and other direct costs. More information on these budget categories can be found in the FAQ document. If you are applying for a $50,000 IDEAS consortium grant, please indicate in the budget summary how funds will allocated between primary and partner institutions, ensuring that funding is relatively proportionately allocated between all institutions involved and not singularly allocated to the primary applicant. Additionally, all consortium grant applicants should address how at least $5,000 of the proposed budget will support the development and sharing of resources with the wider U.S. higher education community. 2 CFR §200.430(h): https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430

This completes your Phase One application. Please enter the information drafted above into the application portal and follow the submission instructions.

This is an application template intended for development of an IDEAS grant application. All information included in this template must be entered and submitted into the IDEAS grant competition application portal to be considered submitted.

Appendix C: Foreign Policy Goals in Action

CIVIL SOCIETY, JOURNALISM, AND EDUCATION

Indiana University, Bloomington – Costa Rica, Ghana, India, Indonesia

Indiana University-Bloomington, School of Education, aims to develop and support a cohort of faculty members as study abroad mentors with the goal of better engaging and supporting students in study abroad. Faculty mentors will participate in three stages of programming: course development, overseas travel, and overseas leadership training before becoming mentors for students from the Global Gateway for Teachers study abroad program.

University of Minnesota – Brazil

University of Minnesota's College of Education and Human Development, in collaboration with TRIO Student Support Services and community partners from Red Lake Nation, aims to increase access to global programming for students through its new Self-Actualizing Study Abroad program. This program will build on the College's existing partnership with the Universidade Federal of Espirito Santo in Vitória, Brazil, and will explore comparisons between Indigenous communities and social movements in the United States and Brazil.

University of Southern California Annenberg – Mexico

The University of Southern California Annenberg School for Communication and Journalism will develop a dual language, semester-length, hybrid study abroad course in Mexico. The goals of the program are to increase student participation and interest in study abroad, to strengthen civil society by training students in international journalism, and to contribute to deeper understanding in reporting on stories involving the United States and Mexico.

CLIMATE, ENERGY, AND THE ENVIRONMENT

Fox Valley Technical College – The Bahamas

Fox Valley Technical College will support a faculty-led, study abroad program for students in agriculture and natural resources fields titled, "Program to Learn Agriculture and Natural Resources in The Bahamas." The project aims to facilitate experiential learning opportunities for students that will foster cultural awareness and knowledge of sustainability, resource management, and agricultural best practices.

North Park University - Nepal

North Park University aims to expand virtual and in-person abroad options for undergraduate students by creating an experiential learning program focused on sustainable development. Grant funding will allow North Park to create an affordable, impactful program in Nepal focused on climate, energy, and the environment and increase the number of students who can access study abroad experiences.

Elizabeth City State University – Barbados, Iceland

Elizabeth City State University will create the "International Studies for Disaster Workers" program to provide students with opportunities to study abroad to learn best practices in disaster management. The institution will develop partnerships with international disaster relief organizations, pairing faculty with field professionals to create study abroad experiences for students to Barbados and Iceland.

DEMOCRACY AND HUMAN RIGHTS

North Dakota State University – South Africa, Tanzania

North Dakota State University will expand study abroad and internship opportunities within the Department of Health, Nutrition, and Exercise Science. The program will establish a network of sport-for-development organizations in South Africa and Tanzania to facilitate study abroad programming and internship placements focused on global health, women's empowerment, and social cohesion.

St. Cloud State University

St. Cloud State University will develop a new short-term exchange program that will be open to all students but looks to especially engage U.S. Native American students, who are underrepresented in study abroad on its campus, and Indigenous students in Australia. Students will analyze the relationship between people, land, and the environment; compare Indigenous knowledge systems and sustainability projects; and examine relationships between sovereignty, land, and governance through an Indigenous lens.

Rochester Institute of Technology - Croatia

The Rochester Institute of Technology (RIT) will use its IDEAS grant to develop a pilot project in European Deaf Culture in Croatia, to expand accessible study abroad offerings for all students including Deaf and hard-of-hearing students. Specifically, RIT's National Technical Institute for the Deaf will create a four-week summer study abroad program for Deaf, hard-of-hearing, and hearing students to learn about Deaf culture, sign language, and human rights in the region.

ECONOMIC DEVELOPMENT & ENTREPRENEURSHIP

Kettering University – Kyrgyzstan

Kettering University's School of Management aims to increase the number of students engaged in international learning and decrease cost barriers associated with study abroad by developing a Collaborative Online International Learning (COIL) entrepreneurship course. Through this course, students will develop plans to market products or services across national boundaries with an option to travel for 10 days to Kyrgyz State Technical University in Kyrgyzstan.

Xavier University – Ireland

Xavier University is committed to expanding study abroad access for all students, including education majors and students with disabilities, particularly students on the autism spectrum or with related disorders. Xavier faculty

will conduct an exploratory trip to Ireland to determine study abroad accessibility for students with a wide variety of disabilities. By providing expanded study abroad opportunities, Xavier University will support students in gaining critical global competencies that will help advance the U.S. economy and expand professional opportunities for students in the U.S. workforce while meeting major and minor requirements for education majors.

College of Southern Nevada - Global

College of Southern Nevada will launch a new Global Pathways program to train and empower a cohort of community college faculty to develop in-person and virtual study abroad experiences. With the development of more faculty-led study abroad programming, the institution aims to increase the number of students engaging in international and intercultural learning at two-year institutions.

GLOBAL HEALTH

Hollins University – Kenya

Hollins University will expand its study abroad offerings through the creation of programs in Kenya focused on women's rights and public health. These programs will examine comparative health systems between the United States and Kenya and enhance students' knowledge of women's health advocacy in both countries.

Baldwin Wallace University - Guatemala

Baldwin Wallace University's (BWU) Computing in Guatemala program successfully increased study abroad participation among BWU computer science students by internationalizing a software engineering capstone course and expanding opportunities for students to study in Central America. CS students collaborated with a nonprofit organization, Mission Guatemala, to develop, deploy, and maintain a custom medical record software system for the non-profit's health clinic.

The College of New Jersey – India

The College of New Jersey will advance an existing collaboration with the Pravara Institute of Medical Sciences in India to develop joint curricula, virtual course components, and international faculty-led field experiences focused on global health, which will equip American and Indian faculty and students with comparative nursing, public health, and kinesiology skills.

TECHNOLOGY AND INNOVATION

Northern Virginia Community College – United Kingdom

Northern Virginia Community College used its IDEAS funding to create study abroad programming complemented by virtual exchange and community service for students interested in cybersecurity. In collaboration with its partner, Abertay University in Dundee, Scotland, the institution developed an eight-week, faculty-led study abroad program, titled "The Ethical Hacking Cybersecurity Bootcamp." This program was specifically designed for the needs of community college students to ensure affordability and flexibility through virtual, hybrid, and in-person programming.

Bellevue College – France

Bellevue College will expand students' access to study abroad by creating a faculty-led, hybrid study abroad program in France. The course will provide a framework for understanding how extended reality technologies can be a vehicle for storytelling and how digital media shapes narratives and the public's understanding of war. Bellevue College aims to increase the number of its students studying abroad and provide the framework for a hybrid study abroad model for its faculty in other subjects and destinations.

University of Alabama in Huntsville – Colombia, Peru

The University of Alabama in Huntsville aims to expand study abroad participation for all students, including engineering, low-income, and first-generation students, by creating a faculty-led study abroad program that condenses full-credit engineering courses and combines them with international programming in Colombia and Peru.