



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

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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: _____

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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)

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- 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

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- 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

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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

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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 be 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.

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