University International Program & Project Seed Fund (UIPPSF)  
General Guidelines

**Funding Priorities and Principles**
The UIPPSF provides funding for faculty members who are engaged in establishing and building new meaningful and sustainable partnerships with colleagues and institutions situated outside of Canada (except when developing partnerships with local ethnic communities). Such partnerships should either present new types of cooperation with existing institutional partners, or initiate cooperation with a new institutional partner.

These partnerships may be formed around one or more of the following goals and objectives:
- Collaborative research and development projects;
- Establishing student mobility programs (exchange, travel/study, joint degree, etc.);
- Establishing international learning programs for students through the use of virtual mobility that enhances ‘internationalization at home’ (I@H);
- Developing a program with local ethnic community to provide learning experience for students.

UIPPSF funds may be used to cover a portion of the following:
- Faculty member travel costs to enable face-to-face meetings with partners;
- Start-up costs to enable partnership cooperation through the use of information and communications technologies or other mechanisms.

**Eligibility**
All University of Manitoba academic staff are eligible to apply to the UIPPSF for support.

Applicants may submit one UIPPSF application per competition. Applicants who receive UIPPSF support may receive additional support from other UM internal funding and are eligible for future UIPPSF competitions.

**Nature and Extent of Support**
Matching funds are required per application to the maximum level of $5000. Applicants should develop their proposed budgets with this figure in mind and must seek matching funds from their Department Head, Director or Dean. Note: funding limits will be reviewed on an annual basis based on application data.

**Evaluation Process and Criteria**
Applications for support are reviewed and adjudicated by a selection committee established by the Vice-President (Research and International).

Applications for UIPPSF are assessed on the basis of the following criteria:
- Quality and originality of the proposal and the extent to which it is consistent with the purpose of the UM International Strategy;
- Clear alignment with departmental, faculty unit, and institutional priorities;
- Potential for positive impact towards increasing international engagement or improving intercultural awareness of members of the UM community, including students, faculty and staff;
- Evidence of potential program/project sustainability, including potential for the project or program to receive subsequent additional funding.

**Competition Deadline Dates and Program Administration**
A revised competition date for 2016-17 is scheduled for January 30th, 2017. If these dates fall on a weekend or statutory holiday, the deadline falls to the next business day. The UIPPSF is administered by the International Centre.
**Conditions of the Award**

UIPPSF grants must be used for the purpose described in the application. In addition, the award recipient is responsible for the use of the funds.

UIPPSF funds will terminate on the date specified in the grant notification letter and any unused funds will be returned to the UM/UIPPSF account.

*Within three months of the completion or termination of the grant, awardees must submit to the International Centre a brief, one-page report on what was accomplished using the grant.*

**UIPPSF Application Guidelines**

**General Presentation**

Font must be 12 pts. / Margins should be set at a minimum of 3/4" on free-form attachments (i.e., project or program description and budget justification).

**Project or program description**

Maximum of one (1) page formatted as noted above.

**Budget:**

All expenses incurred must be claimed in accordance with the Travel and Expense Claims Policy and Procedures.

The budget quantifies the international project/program start-up plan in terms of travel costs, personnel, materials, supplies and other requirements. Accordingly, it is essential that the link between the proposal and the budget be clear (e.g., what travel is required for what specific purpose, duties assistants will perform, how materials and equipment will be used, etc.). All budget items must be essential to the overall project/program development and a brief, clear justification for each budget item must be provided.

**Travel:**

The details regarding any travel proposed: purpose, dates, destination(s), mode and cost of travel. Examples of costs might include domestic or international travel, meal per diems, and other travel-related costs.

**Project/Program Management:**

For proposals that include implementation costs for starting up a new project or program using technologies, consideration should be given to the following:

- **Personnel (student, technical, secretarial, professional):** The details regarding the nature of the tasks to be carried out, the level of responsibility, the period of employment and the proposed rate of pay (hourly, monthly) must be specified.
- **Impact on other units:** Consideration should be given towards whether the new international partnership will have an impact on the capacity or resources of other units.
- **Materials and Supplies:** It is assumed that standard office and laboratory supplies (including photocopying) are provided by the department. When this is not the case or when unusual items or large quantities are requested, a complete justification must be provided.
- **Equipment:** When requesting essential equipment costing over $500 per item the applicant must provide a quote from EPIC.

**Letter(s) of Support:**

Maximum one-page in length from the appropriate contacts internationally or the respective Dean, Director, or Department Head.

**Application Procedures**

Application forms are available on the web at: [http://umanitoba.ca/research/international/index.html](http://umanitoba.ca/research/international/index.html). If you have any questions, please contact the International Partnership Team in the International Centre by phone 474-6656 or email at international@umanitoba.ca. Results of the competitions will be announced approximately four weeks after the application due date. There is no provision for appeal of funding decisions.

A complete application [maximum 5 pages] consists of the following:

- UIPPSF Application Form [1 page max.]
- Description of your proposed international project or program [1 page max.]
- Project or program budget [1 page max.]
- Minimum one, maximum of two, one-page Letter(s) of Support [2 page max.]

Late applications will not be considered.

Updated: October 2016