



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

To: Arts & Sciences Faculty, Staff, and Registered Student Organizations
From: Lynn Sacco, Interim Director of Interdisciplinary, International, and Experiential Programs
Date: 4 November 2015
Re: Ready for the World Proposals

Dear colleagues:

This memo summarizes the procedures we will use, as of November 2015, to route Ready for the World [<http://rftw.utk.edu/about/>] funding proposals through the College office. Feel free to contact me if you have questions that are not answered here, or if you would like to discuss an idea for a proposal.

1. When can I submit a proposal?

The Ready for the World proposal funding committee typically meets the 3rd week of each month on an as needed basis. The funding committee requests that proposals be submitted for consideration at least two months before a project's proposed start date and at least one week prior to the RFTW meeting where it is to be reviewed. <http://rftw.utk.edu/funding/application/>

Proposals must be submitted first to the College office for review; the committee will not review any proposals that lack an endorsement from the College. Once it has been received, the College will review and submit the completed proposal, including the College's endorsement, to the committee.

All proposals that reach the College office by the 1st of each month (or the following working day, if the 1st falls on a weekend or University holiday) will be transmitted to the committee by the 15th of the same month (or the following working day, if the 15th falls on a weekend or University holiday).

2. What makes a proposal successful?

The Ready for the World proposal funding committee maintains a Web site with guidelines for proposal authors, <http://rftw.utk.edu/funding/application/>, and examples of recently funded projects, <http://rftw.utk.edu/funding/sample-projects/>. I encourage you to consult the web site as you draft your proposal. Please note that there are some kinds of expenses (including international travel by students) that are generally not funded by the program.

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The Ready for the World funding committee also views favorably proposals that include modest contributions of matching funds from proposers' home departments, schools, or interdisciplinary programs, or from other campus units. The Center for International Education is a potential source of matching funds for projects that relate to study abroad programs or the establishment of linkages with other universities.

Please remember that the Ready for the World program grew out of the Quality Enhancement Plan that was part of UTK's 2004 application for reaccreditation from the Southern Association of Colleges and Schools. The program therefore focuses *exclusively* on undergraduate education. The College office and the Ready for the World funding committee view favorably those projects that have the potential to make a long-lasting impact on undergraduate education. Proposals that have no demonstrable tie-in to undergraduate education are unlikely to be funded.

In my experience, the strongest proposals have been those that can demonstrate broad undergraduate impact, that have well-articulated publicity plans (for lectures, performances, etc.) and that clearly describe a project's relationship to one or more of the four stated action goals of the Ready for the World program:

- improving faculty capacity and engagement in international and intercultural education;
- transforming the undergraduate curriculum to enhance international and intercultural content;
- bringing the international and intercultural world to the University; and
- taking the University to the world.

3. What do I need to send to the College office?

Please e-mail to Lynn Sacco (lsacco@utk.edu) a single PDF file that contains, in order: (1) the cover sheet required by the Ready for the World funding committee, which is posted online (<http://rftw.utk.edu/funding/application/>); (2) the project proposal (limited to 1500 words or fewer), (3) a one-page budget, (4) the proposer's CV, (5) the endorsement letter provided by the department head or equivalent (for faculty and staff) or by the faculty advisor (for registered student organizations), and (5) any other supporting documents mentioned in the proposal.

4. Does the College provide matching funds for proposals?

At present the College has no discretionary funds available to provide matching grants for Ready for the World proposals. If funds do become available for the College to use in this manner, matching funds are likely to be relatively modest (no more than \$500 per proposal) and will be prioritized for projects that have the potential to make a long-lasting impact on undergraduate education, for example through curricular changes or through the development of new international linkages or study abroad programs.

5. What else do I need to know?

The Ready for the World proposal funding committee asks grant recipients to submit a project report to the committee once the project is completed.