Staff Internationalization Fund (SIF)

General Information

The Staff Internationalization Fund (SIF; formerly the Staff Mobility Initiative) supports ongoing international engagement of the university community by providing funds for staff projects aimed at deepening SFU’s international partnerships and growing SFU’s international activities. The SIF is intended to support initiatives related to the goals and objectives, and regions of priority, articulated in the International Engagement Strategy. The funds are available to support initiatives proposed by continuing, non-academic staff at SFU, and may be for work taking place abroad or locally.

Terms and Funding

Subject to annual funding, each year the SFU Staff Internationalization Fund will support a limited number of proposals, the criteria for which are as follows:

- Initiatives that benefit SFU’s international engagement through collaborative work with SFU partners for; promotion of global citizenship of students, faculty and/or staff; international development; enhanced internationalization of services and/or programming.
- Proposed initiatives will normally take place with one or more of SFU’s official partner institutions outside of Canada. For a list of SFU’s official international partner institutions, please visit: www.sfu.ca/international/index/partner/partners-by-country.html
- Proposed initiatives will normally be focused on one of the identified key regions of priority as described in the International Engagement Strategy. From time to time, the SIF may be limited to a call for proposals to one or more of these key regions
- New initiatives or expansion of ongoing initiatives are eligible
- SIF proposals are considered for a maximum of $5000. Proposals with funding supplemental to the SIF are encouraged as additional financial support may be required.

Selection

Proposals that meet the following criteria will be highly ranked:
- include at least one SFU institutional partner outside Canada
- involve a key region as outlined in the SFU International Engagement Strategy
- demonstrate alignment with SFU strategies
- articulate specific plans to sustain the initiative internally and with the partner institution beyond the SIF
- document how the experience of the staff member in the proposed project will enhance the international activity of their unit and/or the university
- draw on other sources of funds that will enhance the scope and impact of the proposed initiative

Staff members whose regular roles involve international activities and travel for the university will not normally be eligible to receive funds from SIF.
**Eligible Expenses:**
1. Travel expenses for SFU and international partner institution personnel (includes economy air travel, required ground transportation, accommodation, per diems, and visa costs)
2. Expenses associated with the development of proposals, such as student writers/researchers, initial fact-finding and partnership development, meetings, and communication costs
3. Interim (temporary) staffing costs for new initiative development and hosting of meetings/workshops
4. Other costs associated with program development

The fund will not normally cover:
1. Costs for ongoing operations, capital equipment, administration or personnel costs of existing projects or initiatives
2. Replacement salary to back-fill staff positions
3. Overtime or time in lieu
4. Costs incurred prior to being awarded funding
5. Gifts and/or entertainment costs
6. Indirect costs such as overhead
7. Costs for initiatives that might be funded via other SFU grants, such as the VPA Conference Fund, Field School development grants, the President’s Research Start-up Grants, internal research support, etc.
8. Expenses (such as travel and administration) for personnel from other Canadian universities
9. Inoculations and/or medical prophylaxes, passport fees, conference registration fees
10. Weekend or additional personal travel

A selection committee based in SFU International will deliberate on the proposals; successful applicants will then be notified.

Applicants should not contact the partner institution during the application process; SFU International will liaise with identified partner institutions to assess feasibility for successful applicants. If no appropriate match can be made with the proposed institutions, SFU International will work with the applicant to identify other possibilities. On occasion it may not be possible to find an appropriate match.

**Approved Participants**
All travel and visa arrangements will be made by the employee. Employees are responsible to ensure that necessary visa arrangements are made in sufficient time to undertake approved travel; paid travel that cannot be completed due to lack of appropriate visas or other requirements will not be eligible for reimbursement.

If required, a travel advance should be requested for proposed SIF costs at least 1 month prior to departure.

Employees are responsible for ensuring that their health care plan is appropriate for any approved SIF destination(s) and duration of stay outside of Canada.

Upon return to SFU the participants’ responsibilities will include:
- SIF funds approved for travel must be reconciled with SFU International by submission of original documentation and receipts within 2 weeks of return to SFU. SFU International will then submit a travel claim on behalf of the participant within 1 month of return from any travel.
a written report must be submitted to SFU International, and to the supervisor, with copies to the appropriate Dean/Director, normally within two months of completion. SFU International may also submit the report to the participating international partner.

- a public presentation to colleagues on the findings of her/his experience, normally within four months of completion.

### Applications

**Deadlines: October 31 and February 28**

Note: The number of proposals approved will vary, subject to available funding and appropriate proposals submitted.

**Application checklist:**

- Completed application form
- Two page proposal (see application form and related proposal guidelines)
- Short letter from supervisor indicating how the proposed initiative will benefit unit
- Detailed budget (see application form and related budget guidelines)
- Signed approval of supervisor AND approval of the Dean/Director/VP of your Faculty/Department/Unit

Submit hardcopy applications to:

Staff Internationalization Fund
SFU International, External Relations
Strand Hall 2100

OR

Submit electronic applications by sending 1 PDF document, which contains all application documents, to: sfui@sfu.ca

Email subject: “SIF Application YOUR NAME”
SIF Application Form (to be used as cover for two-page proposal)

First and Last Name of Applicant: ____________________________________________
Title/Position at SFU: _______________________________________________________
SFU Department/Unit: ______________________________________________________
Email: ________________________________________________________________
Local ext: __________________________

Proposed country(ies) and SFU partner institution(s) (attach additional pages as needed)

Country 1:
Institution 1. ____________________________________________________________
Institution 2. ____________________________________________________________
Institution 3. ____________________________________________________________

Country 2:
Institution 1. ____________________________________________________________
Institution 2. ____________________________________________________________
Institution 3. ____________________________________________________________

Optimal dates of any proposed travel (mm/yy to mm/yy)*:
*Proposed dates cannot be guaranteed and are in part dependent on host institution(s) availability.

Proposed length of time for any visit to a partner (# of days, weeks or months):

Application checklist:
☐ Completed application form
☐ Two page proposal (see next page for proposal guidelines)
☐ Short letter from supervisor indicating how the proposed initiative will benefit unit
☐ Detailed budget (see next page for budget guidelines)
☐ Approval of your direct supervisor AND approval of the Dean/Director/VP of your Faculty/Department/Unit

Signature of Applicant: ____________________________________________________ Date: __________________

Approval of Direct Supervisor
Name: __________________ Title: ___________ Signature: __________________ Date: ____________

Approval of Dean/Director/VP
Name: __________________ Title: ___________ Signature: __________________ Date: ____________
Requirements For Two-Page Proposal
Proposals should include a clear explanation of:

- the proposed initiative, including objectives and expected short and long term outcomes
- how the expected outcomes will enhance SFU’s international engagement and internationalization
- how the proposed initiative will enhance and internationalize the work of the department/unit, and the individual
- how the objectives of proposed activities/project are to be achieved
- the SFU partner institution(s) selected for collaboration, and a rationale for each proposed partner
  - if proposing non-partners for a collaboration, a rational must be included which explains not only why that particular institution(s) was selected but also why none of the 180+ SFU official partner institutions were proposed. Normally, proposed initiatives with non-partners will not receive funding.
- if travel is proposed, why travel is necessary to meet the objectives of the proposed initiative, as opposed to working with the partner long distance via teleconferencing
- an outline of the work plan and timeline related to the initiative, and if traveling, the amount of time proposed at any involved partner institution

Guidelines For Detailed Budget
A detailed budget should include ALL anticipated costs, including those proposed to be covered by SIF, along with the amount requested from the SIF should the proposal be approved.

The budget should list costs in Canadian dollars, and any local currency if applicable.