2019 International Engagement Fund
Cover Letter

1. **Short Title**

2. **Project Summary** *(provide a 100 word summary of the project outlining the aims of the project, the expected outcomes, and the overall significance)*

3. **Project Lead**

<table>
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<tr>
<th>Last Name, First Name</th>
<th>Faculty/Department/Unit</th>
<th>Position</th>
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4. **Partner Institution(s)**

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5. **Total Amount Requested**

6. **Proposal**

   Proposals should include the following information:

   1. Project description and goals
   2. Importance of initiative and relevance to SFU priorities
   3. Alignment of the project with the interest of partners
   4. Major activities and milestones
   5. Expected outcomes and assessment measures
   6. Sustainability plan
   7. Budget, including other sources of funding

7. **Letters of Support**

   Proposals must include a letter of support from both the appropriate Dean and the appropriate Chair (or Head of unit). Emailed letters of support will suffice.