

Allowable Budget Items – FCTL & Education Abroad Grant

The following items are examples of allowable and appropriate budget expenditures for proposals submitted to the FCTL & Education Abroad Grant. All requests should be clearly justified and directly aligned with the project's research questions, SoTL framework, and education abroad student learning outcomes.

1. Conference Attendance & Scholarly Dissemination

- Registration fees for education abroad–related conferences (e.g., The Forum on Education Abroad Annual Conference).
- Registration fees for Scholarship of Teaching and Learning (SoTL) conferences or summits.
- Registration fees for discipline-specific conferences where education abroad or SoTL findings will be presented.
- Travel costs associated with conference participation (e.g., airfare, ground transportation, lodging), when allowable under university travel policies.

2. Cultural Competence & Intercultural Assessment Tools

- Intercultural Development Inventory (IDI) assessments and associated administrative fees.
- Cultural Intelligence Scale (CQS) assessment tools or licenses.
- Intercultural Effectiveness Scale (IES) assessment tools or licenses.
- Global Attitudes and Skills–General (ASK-G) Scale or similar validated instruments.
- Other validated intercultural or global learning assessment tools directly tied to the project's evaluation plan.

3. Professional Development & Training

- Professional development webinars related to education abroad, intercultural learning, global learning assessment, or SoTL.
- Workshops or short courses that support faculty development in education abroad teaching strategies.
- Online training modules related to qualitative or quantitative research methods used in the project.

4. Instructional & Research Materials

- Instructional materials required to implement research-based teaching strategies abroad or pre-/post-program.
- Survey tools, data collection materials, or transcription services necessary for project evaluation.
- Supplies required for student learning activities tied directly to the research design.

5. Software, Equipment, Books, and Licenses (Project-Specific)

- Project-specific software licenses needed for data collection or analysis (e.g., qualitative analysis software).
- Short-term access to digital platforms used for assessment or reflection.
- Equipment necessary for data collection, when not otherwise provided by the university.
- Books or publications related to project.

6. Site Visits (Limited and Strongly Justified)

Site visit expenses may be considered only with strong justification demonstrating that the proposed travel will directly and measurably increase the effectiveness of a forthcoming education abroad program and improve student learning outcomes.

Proposals requesting funding for site visits must clearly articulate:

- Why the objectives of the visit cannot be accomplished through virtual engagement (e.g., video meetings, virtual site tours, or consultations with in-country partners);
- How the visit will result in substantive program improvements, such as enhanced academic design, strengthened risk management, improved student support structures, or deeper alignment with stated learning outcomes; and
- How the outcomes of the site visit will be documented and incorporated into program development.

Site visits undertaken primarily for exploratory purposes, personal travel, or general familiarity with a location—without a clear and compelling connection to program effectiveness and student outcomes—are unlikely to be funded.

Unallowable Expenses (Reminder)

- Grant funds may NOT be used for:
 - Salaries, stipends, or course buyouts.
 - Classroom upgrades or routine instructional technology.
 - Computers or software already provided by the college or university.
 - Student scholarships.
 - Gift cards.
 - Expenses not clearly connected to the approved project.

All budget requests must be itemized, justified, and remain within the maximum award of \$3,000.