

Genshaft-Greenbaum Global Explorer Awards Proposal Guidance

Please use this guidance for clarification on sections of the online application form, proposal narrative, and budget form.

Additional questions may be directed to the Genshaft-Greenbaum Global Explorer Awards Committee via Ms. Megan Braunstein at mbraunstein@honors.usf.edu.

Section Guides

Department of State Travel Alerts and Warnings

You can find information about Department of State Travel Advisories [here](#).

Abstract

The abstract is a summary of your project to help the review committee understand the scope of your activities and the project's core purpose. Be succinct and use plain language, active voice, and vivid, accurate verbs. Even though you should aim for brevity, do not use abbreviations or acronyms. Although an abstract is short, it is one of the most essential components of your proposal. It is often the hardest to write!

The abstract might be used in publicity communication about award recipients.

Affiliate Organizations

Are applicants required to have an affiliate organization for their project? Short answer: no.

However, the strongest applications will have at least one affiliate. Prior to submitting a proposal, applicants should be in communication with someone/an organization about facilitating their research or project components. What might be considered an affiliate organization? An academic institution/department, archive, museum, non-profit, community organization, etc. In the narrative section of your proposal, you should explain why the affiliate organization(s) is relevant to your project's goals.

If you are applying for an award to support an internship, you must list the organization where you will intern or the organization that is arranging your internship placement. In the narrative section of your proposal, you should explain why your internship placement (or ideal placement) is relevant to your goals.

The Genshaft-Greenbaum Global Explorer Awards Committee will check the credentials of your affiliate to ensure the quality and security of your experience abroad.

Project Mentor

Applicants are responsible for finding a Judy Genshaft Honors College faculty or staff member to mentor your project. You should select someone with whom you have already built a professional relationship with and/or is interested in the subject matter of your project. As you prepare your application, you should meet with a prospective mentor discuss the details of your project, including learning goals, project logistics, and recommendation preparation, including readings. Your mentor may have ideas about the “Completion Piece,” how to you plan to reflect about your work and share it with the Honors College.

By providing your project mentor’s name on your proposal, you are affirming that you have discussed your project and that she or he has agreed to supervise it. The Genshaft-Greenbaum Global Explorer Awards Committee will elicit an emailed statement to confirm this mentorship.

Narrative

Applicants must upload a PDF of a 1,000-1,500-word narrative outlining your goals, methodologies, and project logistics. This is an opportunity to tell a compelling story about why you should be funded. Describe your plans professionally, free of jargon, and with thorough detail. Narratives that indicate casual plans are often ineffective. You might consider the following questions:

- What question or topic do you want to investigate?
 - For research/thesis applicants: make sure the scope of your research question is feasible for the time you intend to be abroad and for the outcome of your project.
 - For internship applicants: you should discuss the goals you have for the internship and the technical and interpersonal skills you hope to develop.
- Why is this topic relevant to your academic, professional, and/or personal aspirations?
- What has inspired this project?
- How have you prepared for this project? Have you taken related courses? Undertaken previous research? Worked on a reading list with your mentor?
- What are your research methods? (if applicable)
- Where will you conduct your project and with whom/what organization? Why are these persons/places relevant to your project goals?
- What is the intended outcome of your project? How do you intend to share your work and what future learning do you hope it will inspire (in yourself and others)?

Your proposal narrative must also include a project itinerary, which will not be included in the total word count.

If your research project involves human subjects, you must submit an application to the USF Institutional Review Board (BullsIRB) through the USF Office of Research Integrity & Compliance.

We strongly encourage applicants to seek feedback from their mentors while crafting this narrative. Balance an ongoing, active discussion of your ideas and work with thoughtful consideration of your mentor's time – this proposal should not be written at the last minute.

“Completion Piece”

All recipients are expected to reflect about their work and share it with the Honors College. In addition to presenting at a special event with President Genshaft and Mr. Greenbaum, you should engage in a form of reflection about your international experience and share your work with the Honors College and/or USF community. You might consider:

Reflection

- Maintaining a reflection journal that is shared with your mentor
- Participating in three Honors College “Re-Entry” workshops for international travel
- Creating a video reflection that can be used for the awards website

Presentation

- Presenting your research at an USF undergraduate research conference or at a regional/national conference in your academic field
- Presenting your internship at the Honors College Experiential Learning Expo
- Organizing an individual presentation within your academic department or the Honors College LLC

Creative ideas are welcome and encouraged.

Budget

Use the provided fillable budget form to outline your anticipated expenses. You should conduct research using reputable online sources (or first-hand knowledge) to provide figures that are as accurate as possible. Foreign currencies should be converted to US dollars; use the daily exchange rate from OANDA and provide the date you researched the exchange rate. You should seek to be economical but also safe; however, unrealistically high figures may cause the committee to question the legitimacy of your entire budget.

Submit the completed form as a Word document or PDF.

Education Costs

You should list the exact amounts provided by the affiliate organization(s).

Air Travel

Use a multi-airline search tool, such as Kayak or Google Flights, to research fares with your likely travel dates. Locate a mid-range, economy/coach fare, round-trip from Tampa or the major airport closest to your hometown.

Ground Travel

Research the train, coach bus, and/or local public transportation (subway/bus) you will utilize abroad. Students should not be renting a car during their international experience. Budget for mid-range, full fares; the cheapest/discounted fare may not be available when you make your booking. Multi-day passes may be the best bargain.

Meals

You should budget meal expenses for no more than \$50/day, unless the Department of State indicates a very high cost of living or exchange rate.

Use the Meals & Incidental Expenses (M&IE) column of the [Department of State Foreign Per Diem Chart](#) website to research per diem rates for meals. The table in [Appendix B to Chapter 301](#) provides a breakdown for each M&IE allowance found in the Department of State list above. Scroll down to find the M&IE rate from Column B to get the breakdown for breakfast, lunch, dinner, and incidentals. The incidentals amount should not be included in your calculation.

If a meal plan is available (such as with an internship program), you are encouraged to select a meal plan instead of calculating a per diem rate.

Recipients are responsible for their meal expenses. See "Cost Offset" below.

Lodging

Include the cost of housing/lodging for the entirety of your project. You should research safe, economic lodging, such as hotels, hostels, or Airbnb. Homestays arranged by your affiliate partner are also allowed. Daily lodging rates must not exceed the lodging column of the [Department of State Foreign Per Diem Chart](#).

Health Insurance and Safety Monitoring

Recipients are required to register the international experience with the USF Education Abroad Office and will be registered for mandatory health insurance. This is a fixed amount that cannot be changed. There are no exemptions.

Charges are: 1-14 days \$30; 15-28 days \$40; and 29 days or more \$50.

Other Expenses

Please list any additional required expenses for your project, including passport application, visa application, and immunizations required to travel. Books, equipment and hardware, and other educational materials must include a *strong rationale*.

Cost Offsets

Recipients are expected to commit personal funding that they will contribute to the experience. As a result, meal expenses are not included in the final award amount.

If you are unable to make a personal contribution due to financial hardship, indicate that in the additional information section at the end of the budget. The committee will take this information into consideration when reviewing your budget and allocating funds.

Other Scholarships and Funding

List and specify the amounts of any additional sources of funding for which you have applied or which you have already received, such as a Gilman Scholarship or USF Departmental Scholarship. Please indicate in the additional information section below the budget if you have applied for a Gilman Scholarship or other external grant and are awaiting results.

Additional Information

You should use this section to offer budget clarifications, such as unexpected high costs, rationales for equipment or education resources, or details about external scholarship applications (such as the Gilman Scholarship).

If you are unable to make a personal contribution due to financial hardship, you may offer clarification in this section. The committee will take this information into consideration when reviewing your budget and allocating funds.