

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

**INSTRUCTIONS FOR 2010/11 CoBPA STUDY ABROAD GRANTS (funded by CoBPA program fees)**

**Study Abroad Grants** are available to CoBPA majors and other UND students paying CoBPA program fees. Study abroad grants provide partial reimbursement for costs associated with study outside the United States. Students may seek funding related to UND-sponsored study abroad programs as well as any other study abroad or international program where UND will accept transferred credits. Grants may be used to partially reimburse:

- Travel to/from the United States and the host country.
- In-country costs for meals, lodging, and local transportation.
- Program-related fees

**Application Deadlines:** The application deadlines for 2010/2011 study abroad grants are **November 18, 2011, January 27, 2012, and April 6, 2012**. Since there are limited funds available, applicants are encouraged to apply by the earliest possible deadline. *Applications submitted after study abroad is completed will not be considered.*

**Disbursement of Grants:** Awarded funds will be disbursed to students upon submission of 1) eligible receipts for reimbursement and 2) official transcript or other documentation of successful completion of study. All materials required for reimbursement must be submitted by the last day of classes of the semester following the study abroad, or the grant will expire and no reimbursement will be made.

**Eligibility Requirements:** Each applicant must:

- Be a degree-seeking UND student subject to **CoBPA program fees** at the time of grant application and travel.
- Have a GPA of 2.5 or higher.
- Participate in for-credit university-level study outside the United States.
- Submit a **complete** application package, received by 4:30 PM on the deadline date.

Applicants who previously have received a CoBPA study abroad grant are eligible to apply for subsequent grants. Amounts awarded, however, may be limited based on amounts of previous awards and funds available for grants.

The evaluation committee reserves the right to verify all information included in the application. If information is found to be false, the application will be considered invalid and the applicant ineligible. ***Applications not meeting the above eligibility requirements will not be evaluated by the committee.***

**Selection Process and Criteria**

Study abroad grants will be awarded based quality of the application. Important dimensions that will be evaluated include the applicant's academic background and performance, content and writing style of responses to application questions, and relation of the proposed study abroad activity to the applicant's program of study. All valid applications will be reviewed by a selection committee composed of CoBPA faculty.

**General Application Instructions**

1. All forms and supporting materials must be clearly printed or typewritten.
2. Include your name on each page of supporting materials.
3. ***Make sure your responses reflect careful consideration of questions posed. Both writing quality and content are important. All responses should be made in high quality standard written English. Please carefully proofread all responses and application materials.***
4. **Question 6:** Your major must be consistent with eligibility requirements.
5. **Question 7:** If funding is sought for a non-UND program, appropriate documentation about the program, its location, faculty, courses offered, etc. must be submitted with the grant application.
6. **Questions 11:** Your budget must be well formulated, complete and realistic.

**Additional Required Attachments:** The following documents must be submitted with the application:

- A current official or unofficial UND transcript
- A copy of your bill/receipt for the current semester showing payment of CoBPA program fees

**Submission Instructions**

- 1 A complete application should include (submitted in this order):
  - Completed application form with budget attachment
  - Additional Personal Statement (optional)
  - Required Attachments: UND transcript & current semester bill/receipt showing payment of CoBPA fees

2 **All application materials should be stapled, and submitted to:**

Steve Moser  
Professor and Associate  
University of North Dakota, Dept. of Management  
Gamble Hall; 293 Centennial Drive Stop 8098  
Grand Forks, ND 58202 smoser@business.und.edu 701-777-4695

**See the Application form below**

COLLEGE OF BUSINESS AND PUBLIC ADMINISTRATION

**APPLICATION FOR CoBPA STUDY ABROAD GRANT**

These grants are funded by CoBPA program fees

**I. PERSONAL DATA & CONTACT INFORMATION**

1. **NAME:** \_\_\_\_\_  
(Last Name) (First) (Middle)
2. **CITIZENSHIP:** **US Citizen:** \_\_\_\_\_ **Permanent Resident:** \_\_\_\_\_
3. **GENDER:** **Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_
4. **EMPL (Student) ID:** \_\_\_\_\_
5. **CURRENT CONTACT INFORMATION:** (Unless otherwise notified, this address will be used for all mailings to you.)

**Street:** \_\_\_\_\_

**Apartment:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Country:** \_\_\_\_\_ **Telephone:** \_\_ ( ) \_\_\_\_\_

**Fax Number:** \_\_ ( ) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**II. ACADEMIC INFORMATION**

6. **FIELD OF STUDY (Please refer to the instructions)**

**Major(s):** \_\_\_\_\_

**Minor(s):** \_\_\_\_\_

**Number of Credits Earned (expected at time of proposed study):** \_\_\_\_\_

**III. INTERNATIONAL STUDY INFORMATION**

**7. PROPOSED INTERNATIONAL STUDY PROGRAM** (Please refer to the instructions)

Institution Offering Program: \_\_\_\_\_

Name & Location of Program: \_\_\_\_\_

Dates of Proposed Study: \_\_\_\_\_

Courses & Credits to be Earned (a separate schedule may be attached if more space is required):

Course Title	Institution Offering Credit	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8. HAVE YOU BEEN ACCEPTED BY THIS PROGRAM?** Yes \_\_\_\_\_ No \_\_\_\_\_

**9. DO YOU HAVE A VALID PASSPORT & ALL NECESSARY VISAS TO PARTICIPATE IN THIS PROGRAM?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**10. WHERE DID YOU HEAR ABOUT THIS PROGRAM?**

- Advisor
- Friend/Colleague
- Internet
- Lecture/Presentation
- Program Brochure/Poster
- University faculty/staff
- Other (please specify): \_\_\_\_\_

**11. BUDGET:** Please provide as an attachment, a well formulated budget for this program of study. The budget should include projected costs (e.g., international travel, transportation within the country of study, tuition and/or fees, room & board, and any other anticipated costs) as well as your planned sources of funding for the program (e.g., personal savings, parent contributions, scholarships/grants, loans, and any other). The budget should be complete and your estimates of costs should be realistic. Include the basis for each estimated cost.

**12. AFTER COMPLETING YOUR TRAVEL, WOULD YOU BE WILLING TO REPORT YOUR STUDY ABROAD**

**EXPERIENCES TO STUDENTS CONSIDERING STUDY ABROAD?** YES: \_\_\_\_\_ NO: \_\_\_\_\_

**13. HAVE YOU RECEIVED A CoBPA INTERNATIONAL TRAVEL GRANT IN THE PAST?** YES: \_\_\_\_\_ NO: \_\_\_\_\_

If yes, indicate date, amount and program supported: \_\_\_\_\_

**14. WHERE DID YOU HEAR ABOUT THIS CoBPA GRANT OPPORTUNITY?**

- Advisor
- Friend/Colleague
- CoBPA Web site
- Lecture/Presentation
- Program Brochure/Poster
- University faculty/staff
- Other (please specify): \_\_\_\_\_

