

CIBE Faculty Grants Proposal Guidelines and Terms

The LMU [Center for International Business Education](#) (CIBE) invites full-time faculty to submit a **scholarly research or internationalized curriculum development proposal on issues related to enhancing the global competitiveness of U.S. companies and/or industries.**

Submission format: ●single-spaced, ●maximum three – pages, ●both individual and collaborative proposals are welcome. Two categories of proposals are invited: ●**scholarly research** (tenured or tenure-track faculty only) ●**internationalized curriculum development** (including clinical faculty). Each faculty member is eligible to only one CIBE award during the current academic year.

Scholarly Research

Proposals must include:

1. Title of project
2. Goals and research questions
3. Literature review
4. Expected activities
5. Contribution of your research to the U.S. global competitiveness
6. Budget tied to research activities (from \$3000 up to \$5,000)
7. Reporting timeline for delivery of findings (within a year)
8. Plan for dissemination

9. Address the following two inquiries:

- Will this research receive any funding from sources beyond the LMU Center for International Business Education? If so, please identify these sources.
- Does this research project cover a completely new topic that you have never addressed? If not, please explain how this proposed project is substantially different from your other research projects (either previously published, under review, or in preparation for review).

10. Chair's recommendation letter

Examples:

1. International trade assistance research in collaboration with LA Area Chamber of Commerce, LA Economic Development Corporation, etc.
2. Research on sustainability of LA Port or LAX to increase global competitiveness
3. Research on cross-cultural studies (e.g., communication or negotiation) to increase global competitiveness
4. Research on advancing global workforce development
5. Research to help U.S. companies expand business overseas or increase exports
6. Additional research topics may include those built on the following LMU CIBE themes: (1) cybersecurity (2) global talent management (3) foreign business language education (4) global sustainability and international business ethics (5) innovative global marketing (6) international entrepreneurship

Scholarly Research Funding Disbursement:

- 30% at initial acceptance (upon returning completed letter of agreement and university IRB approval)
- 30% when progress report is submitted (within 6 months of acceptance)
- 40% at completion (submit 8 – 10 pages working paper, including preliminary findings for final funding within a year of acceptance)

Faculty planning research projects involving human subjects are required to get an approval of the Institutional Review Board (IRB). Recipients must present their research to colleagues in an internal seminar during the academic year following the final report.

CIBE Faculty Grants Proposal Guidelines and Terms

Internationalized Curriculum Development

Proposals must include:

1. Title of course
2. Course description
3. Learning outcomes
4. Expected activities
5. Contribution to the U.S. global competitiveness
6. Budget requested (from \$1000 up to \$4,000)
7. Timeline indicating when course will be offered (within a year)
8. Chair's recommendation letter

Examples:

1. Develop a business language course to provide intensive language training programs that will advance global business practices
2. Develop an interdisciplinary course that integrates different dimensions of sustainability including science and engineering, economics, and business
3. Develop a course to improve national cyber security and prepare the cyber security workforce of tomorrow
4. Develop a course which expands international knowledge, competencies and skills to increase global competitiveness

International contents must be **at least 25%** of the proposed course; for example, international contents should be covered in 4 out of 15 weeks in a semester. Proposals should highlight the global and/or regional context, as well as specific international topics. Proposed courses should differentiate from current course offerings. For all proposals, please provide a thorough description and relevant learning outcomes for the proposed content and pedagogical approach. Funding for 25% change of existing course will be \$1000. Development of entirely new courses may be funded up to \$4000, depending on course specifics. Syllabus is due within 6 months of award. In the case where an existing course is being modified, please send a copy of the syllabus for the existing course, and a new tentative syllabus which clarifies the modifications being proposed. For entirely new courses, please provide a tentative syllabus. Your department chair's recommendation letter should confirm the willingness to offer the course within a year and its contents differentiation from other LMU courses.

Curriculum Development Funding Disbursement:

- 30% at initial acceptance (upon returning completed letter of agreement)
- 30% at progress report/ when syllabus is submitted (within 6 months of acceptance)
- 40% at completion after the semester begins for the course proposed (The proposed course must be offered for final funding)

Application Process for Scholarly Research and Curriculum Development

- Submit proposal by email to cibe@lmu.edu
- Applications will be accepted the last day of the month in September, November, February, and April during the current academic year
- If previously funded by CIBE, please attach a description of the outcomes of your previously funded activity and attach any applicable documentation.
- Proposals and working papers will be reviewed by CIBE Internal Committee; revisions may be requested

Depending on the annual budget, grants will be awarded to quality proposals. Since the budget is limited, early submission is strongly encouraged. Priority will be given to first-time CIBE grant applicants or faculty who have not received other CBA internal grants.

Guidelines and Terms are subject to change

CIBE Faculty Grants Proposal Guidelines and Terms

Registration and Travel for Faculty Professional Development Workshops or Conference Presentations

CIBE provides funding support for conference registration and travel to attend a professional development workshop or to present faculty research results on topics supporting CIBE's purpose, including scholarly discoveries, best business practice findings, as well as studies on international education. See application process below.

Proposals must include:

- | | |
|----------------------------|--|
| 1. Presentation Title | 6. Discipline(s) |
| 2. Conference Organization | 7. World Area(s) |
| 3. Date(s) | 8. Budget requested up to \$1000 (indicate other sources of funding support) |
| 4. Collaborators/ Partners | 9. Contribution to U.S. competitiveness |
| 5. Target Audience | |

Application Process:

- Submit a one-page single-spaced proposal by email to cibe@lmu.edu
- Proposals will be reviewed by CIBE Internal Committee

Conference registration and travel awards will be paid as a departmental charge.

Terms and Conditions:

As part of the U.S. Department of Education grant reporting process, we must collect evidence of funding outcomes. Please provide CIBE with copies of course materials, work published and reports (required).

Recipients should acknowledge receipt of the CIBE award in any announcements and published work or forum.

For more information, please visit [Center for International Business Education](#). If you have any questions, please contact Marki Jones, Ed.D., CIBE program management director at Marki.Jones@lmu.edu.