United Board for Christian Higher Education in Asia
2016-17 Institutional Grants Program

This packet contains the instructions and forms needed to apply for a 2016-17 Institutional Grant.

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United Board for Christian Higher Education in Asia  
2016-17 Institutional Grants Program

Guidelines for Proposals

The United Board for Christian Higher Education in Asia (United Board) has long promoted whole person education (WPE) in the tradition of the liberal arts colleges and universities in Asia. WPE addresses the varied academic, professional, personal, and spiritual needs of students. It empowers students for their own personal and professional growth, and nurtures a sense of responsibility that encourages them to apply their knowledge in the service of others.

We welcome proposals that can show direct benefit to academic staff, enrich the teaching–learning process, and build the capacity of Asian institutions to design and deliver whole person education in innovative and effective ways.

Institutional grant awards typically range from US$5,000 to US$25,000. (See separate guidelines for the Small Grants Program for proposals seeking less than US$5,000 in funding.)

Timeline
Proposals must be received by October 31, 2015. Grants will be made for activities to occur between July 1, 2016 and June 30, 2017.

Funding decisions will be announced in April 2016, and funds can be made available from July 1, 2016. Major grants may be paid in more than one installment depending on the timing and scope of the project. The payment and reporting schedule will be explained in the grant award letter.

Eligibility
Colleges and universities in Asia that have received a grant from the United Board in the past five years (since 2010) are eligible to apply. A list of institutions that have received such grants can be found on page 8.

Colleges and universities that are not on this list may contact the Program Officer for their region of Asia to discuss potential eligibility. (See Contacts, page 5.)

Proposals from individuals are not accepted.

Themes/Activities
We invite proposals in four major areas:

- Leadership Development for Higher Education
- Faculty Development for Enhanced Teaching, Learning, and Research
- Campus-Community Partnerships
- Culture and Religion in Asia

Please see page 6 for a more detailed description of these program areas.

Projects should be designed to strengthen institutional capacity by:

1) enhancing the quality of teaching through in-service training of faculty in new methods and skills, continuing education of academic staff, support for teaching-learning centers, or other means;
2) enriching undergraduate education through the development of new or improved curricula, design of new academic programs or student services on campus, or other means;
3) building deeper connections between students and the community through collaboration that engages colleges and universities with community-based organizations or other means; or
4) improving administrative systems.

**Collaboration Grants (optional)**
We encourage applications that promote collaboration among colleges and universities in Asia to address a common educational need or challenge. These may include colleges and universities within a country or region, such as Southeast Asia, or may extend to broader collaboration across Asia.

A United Board grant generally goes to a single institution. We do not expect grant recipients to “re-grant” funds to other universities, but we welcome the grantee to take the lead in cultivating a consortium of institutions that share common interests related in some way to whole person education. Members of a consortium would need to apply separately to the United Board for grant support for a specific project they plan to undertake that relates to the broader theme of the consortium.

**Selection Criteria**
The United Board uses the following criteria in evaluating proposals:

- Relevance of the project to the respective missions of the United Board and the proposing institution.
- Clarity of goals and intended outcomes.
- Caliber and preparedness of the personnel leading the project.
- Integrity and feasibility of the project design.
- Reasonable, clear, and adequate budget.
• Impact on intended beneficiaries. The proposal should clearly identify the people who will benefit from the project and have specific goals that are feasible and meaningful for the beneficiaries.

• Sustainability and cost-sharing. Proposals should show that the institutional leadership fully supports the project and its successful implementation. Each proposal should also describe how the activity will be sustained by the institution and/or incorporated into its regular operations. Cost-sharing from the institution as well as from other funding sources is a strong indicator of institutional commitment. Institutional cost-share may be calculated by in-kind contributions, such as faculty/staff time, use of venue at no charge to the project, materials, and the like.

• Evaluation plan. The proposal must include an evaluation component. It should state what milestones will be established to allow the project leaders to evaluate progress toward goals.

After internal and external review, the staff will submit recommendations to the Board of Trustees of the United Board for final decision.

**Project Term**

United Board funds are given only as single-year grants, and most grants are made for one-year projects.

However, applicants may present proposals for activities that span a two- or (at most) three-year period. Such proposals should clearly lay out the phases of activity that will occur over the 24 or 36 months starting on July 1 for the first year. If the United Board approves a multi-year project, funds can only be granted one year at a time. Each year will require the submission of an interim report that shows that the project is on-track to accomplish its intended outcomes as stated in the original proposal. Year 2 or Year 3 funds are not automatic, but depend on evidence that the project is going well.

**Restrictions**

The following are **NOT** eligible for funding:

• Proposals that come to the United Board from individuals. Proposals must be submitted by an eligible higher education institution in Asia. (Non-Asian institutions may be included as partners of the Asian institution submitting the proposal.)

• Church or relief work, or community outreach, that has no direct connection to higher education.

• Student scholarships.

• Funding for dissertation research, or for turning a thesis or dissertation into a research publication.

• Requests to fund an individual scholar to attend a conference. (A project may include sponsoring a conference, in full or in part, if it is integral to the accomplishment of the project goals.)
- Buildings or maintenance of buildings or other building projects.
- Equipment and furniture.
- Basic salaries and benefits of college/university employees.

**Submission**
The full proposal, including all relevant materials, should be compiled and submitted as attachments to ONE email sent to the United Board by Saturday, October 31, 2015, to grants@unitedboard.org. The United Board is not obligated to review any application that arrives after October 31.

The United Board may accept the proposal as submitted, decline the proposal, or return the proposal with comments from reviewers that are designed to assist in making revisions to the original proposal.

Applicants are welcome to contact the United Board staff during preparation of their proposals to clarify these guidelines.

**Contacts**
Proposals should be submitted to grants@unitedboard.org

Questions about the proposal process, potential projects, and eligibility should be directed to the Program Officer for your region, as follows:

Northeast Asia   Dr. Cynthia Yuen   cyuen@unitedboard.org
Southeast Asia   Dr. Hope Antone   hantone@unitedboard.org
South Asia       Dr. Glenn Shive   gshive@unitedboard.org
United Board Program Areas

Leadership Development for Higher Education
Leadership Development projects focus on relatively senior staff at colleges and universities in the United Board's network. They are designed to help these leaders navigate the dynamic economic, social, cultural, physical, and regulatory environments shaping higher education in Asia. These projects help leaders articulate a long-range vision for their respective institutions, inspire diverse people to move toward shared goals, secure adequate resources to implement them, and track the trends that shape the needs for human resource development in their economies and broader societies.

Faculty Development for Enhanced Teaching, Learning, and Research
Faculty Development projects strengthen the professional development of the faculty members and administrators who deal directly with students. The goal is to help these educators increase the effectiveness of their teaching, especially in undergraduate programs, so that they are better able to guide students on journeys of inquiry and discovery.

Campus-Community Partnerships
Campus-Community Partnerships help faculty connect students' learning in the classroom to the needs of communities beyond the campus. This includes integrating service-learning into the curricula, raising awareness of those in need, educating students in the practical tools for resolving conflicts, and enhancing students' understanding of climate change and the link between the environment and health.

Two major areas of Campus-Community Partnerships are service-learning and peace education. Grants for service-learning help colleges and universities set up service-learning programs, train faculty in introducing this methodology into their courses, and engage students in experiential learning. Among other topics, the colleges and universities in our network have linked service-learning to environment and health, disaster response, poverty alleviation, and studies of migration in Asia. Peace education projects guide students to explore the causes of historical and contemporary conflicts in their communities, as well as means of addressing them. Examples are the interdisciplinary study of the cultural, religious, social, economic, and psychological roots of conflict and the conditions for peace and reconciliation.

Culture and Religion in Asia
Culture and Religion in Asia projects help educators prepare students to live and thrive in a culturally diverse and interreligious world. We encourage projects, particularly in the humanities, that promote deeper appreciation among students for cultural heritage and for their own cultural identity. We also support teachers, scholars, and religious leaders in convening dialogues on the role of religion, broadly understood, in building peace and greater understanding.
Two major areas of Culture and Religion in Asia are **Asian Folklore and Cultural Heritage Studies** and **Interreligious Understanding**. Asian Folklore and Cultural Heritage Studies projects nurture increased awareness and respect in students for cultures of their own and other communities. The goal is to move beyond academic research to the design and use of new curricula that teachers of the humanities can introduce into their courses. Interreligious Understanding projects shed light on how people of different religious beliefs and practices in Asian societies understand and interact with each other in daily life. This includes research on how Christian traditions have evolved over time in Asian social and cultural contexts.

*To see examples of recently funded United Board projects, please visit the respective program area section of our website.*
Eligible Institutions

The institutions listed below have received a United Board grant within the last five years and are eligible to apply for a 2016-17 Institutional Grant. If your college or university is not listed below, and you are interested in applying for a grant, please contact the United Board program officer for your region to discuss potential eligibility (see page 5).

Cambodia
Royal University of Phnom Penh

China
Central China Normal University
Chinese Academy of Sciences
Fudan University
Fujian Hwa Nan Women's College
Ginling Women's College, Nanjing Normal University
Guizhou Normal University
Institute of World Religions, Chinese Academy of Social Sciences
Nanjing University
Ocean University of China
Peking University
Renmin University of China
Shaanxi Normal University
Shandong University
Sichuan University
Suzhou University
Yunnan University
Zhongshan University

India
All India Association for Christian Higher Education
The American College
Asian Centre for Cross-Cultural Studies
Bishop Heber College
Christ University
Dharmaram Vidyakshetram Bangalore
Indian Centre for Research & Development of Community Education
Karunya University
Lady Doak College
Madras Christian College
Salesian College
Scottish Church College
St. Ann's College of Education
Stella Maris College
Union Christian College
University of Madras
Women's Christian College

Indonesia
Artha Wacana Christian University
Association of Christian Universities and Colleges in Asia (ACUCA)
Citra Husada Mandiri Kupang
Duta Wacana Christian University
Indonesian Consortium for Religious Studies
Maranatha Christian University
Petra Christian University
Sam Ratulangi University
Satya Wacana Christian University
Soegijapranata Catholic University
Toraja Christian University of Indonesia
Universitas Atma Jaya Yogyakarta
Universitas Kristen Indonesia Maluku
Universitas Kristen Indonesia Paulus

Japan
International Christian University

Korea
Ewha Womans University
Seoul Women's University
Soongsil University
Yonsei University
Yonsei University Health System

Macau
University of Macau

Myanmar
Dagon University
Myanmar Institute of Theology

Philippines
ACFF Philippines
Ateneo de Davao University
Ateneo de Manila University
Central Philippine University
De La Salle University
Mindanao Peace Institute Foundation

Miriam College
Pilgrim Christian College
Silliman University
Southern Christian College
St. Scholastica's College
Trinity University of Asia
University of St. La Salle

Taiwan
Chang Jung Christian University
Soochow University
Tunghai University

Thailand
Assumption University
Payap University

Timor-Leste
Association of Private Higher Education Institutions

Vietnam
Hue University
Hue University - College of Foreign Languages
University of Social Sciences and Humanities - Vietnam National University
Outline for Institutional Grants Proposal

Proposals to the United Board should include the following information:

I. Basic Information

Name of institution submitting the proposal

Name of the institution’s head or other responsible senior administrator (with email address and phone number)

Name(s) of person(s) preparing the proposal (with email address and phone number)

Name of the designated liaison person for the United Board (with email address and phone number)

Name of the proposed project leader (with email address and phone number)

Title of proposal

Executive summary of the proposal (100 words)

Total cost of project; total request for United Board support

II. Full Narrative Proposal

Goals – what the project is trying to accomplish and how it relates to the mission and vision of the institution

Period of the project (start and completion dates)

Leadership team for the project and their roles (please include brief CVs of key personnel)

If other universities or NGOs are involved in a major way, please include a note from the head or another responsible senior administrator, assuring participation as described.

Background and rationale for the project – the need or problem it will address and how the project will advance whole person education at your institution. Is the project new or has your college or university previously received a grant from United Board or other sources in this general area?

Short description of the participants and ultimate beneficiaries of the project
Stages or phases of the project (timetable for implementation, highlighting the major activities or benchmark events)

Evaluation of the project – how the project will be assessed, to discern to what extent you have achieved your goals; describe what success will look like and how it will be captured in the evaluation; include the name and contact information of the external evaluator.

Sustainability – describe how the project will continue after United Board funds are expended, including some intended sources of support for such continuing activities.

III. Detailed Itemized Budget

The proposed budget should be submitted in US Dollars indicating the exchange rate used.

It should clearly show the activities/tasks and their corresponding expenses; the total project cost; the amount requested from the United Board; cost-share and other expected funds and sources.

United Board grants are not to be used to replace the basic salary of senior staff. A reasonable portion of the grant may be used to support junior staff or student assistants, or for stipends of invited resource persons or consultants, as are shown to be necessary for the project.

Expense items may include travel (transportation), materials, venue, communication, video and other documentation of the project.

Provision should also be made for assessment or evaluation of the project by someone other than the project leaders.

Note: If the proposal is approved, but at a reduced budget amount, the United Board may request a revised budget reflecting the lower level of United Board support.
IV. Endorsement by Head or Senior Administrator of Institution

Name of institution’s head or other senior administrator with responsibility for overseeing the proposed project:

Title or position in the institution:

Signature:

Date:

V. Appendix:

1. **Institutional Profile** (see next page)
   Please submit an updated profile (one copy for every institution).

2. **Additional background information**
   We welcome additional information relevant to making the case for the project. Please limit to several pages only.
Institutional Profile

The United Board is required by law to inquire about each institution’s governance and auditing practices. Other information requested in this form will help United Board staff understand the current context and new programs of your institution. Information provided is strictly for use by United Board staff, trustees, and auditors. We thank you in advance for your assistance.

Name and position of person completing this form: ______________________

Email address: ______________________________________________________

Date: _____________________________________________________________

Please send the completed document as an email attachment to grants@unitedboard.org.

CONTACT INFORMATION:

Institution Name

___________________________________________________

Address

_____________________________________________________

_____________________________________________________

_____________________________________________________

President/Principal/Rector________________________________________

Telephone_____________________  Fax_____________________________

Email________________________  Website _________________________
Please add the names, positions, and email addresses of up to three other key staff who should receive emails from the United Board regarding grants and programs.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>

(continued on next page)
INSTITUTIONAL DATA:

Year established:

Mission statement:

Please provide a brief summary of your institution’s relationship with the United Board, including the year that your institution first received United Board support:

Academic year - Beginning date (month/year) _____________
   End date (month/year) ________________

Colleges/schools

(Attach separate page if necessary)

New academic programs, majors, or research centers developed since 2010

Institution’s three or more significant achievement(s) in recent years

Institution’s three most serious challenges in recent years, and how your institution has met these challenges

Institution’s major goals/plans for the future

Other than the president/principal, is there a special coordinator or liaison for communicating with the United Board?  ____ Yes  ____ No

If yes, name of coordinator for United Board projects

Contact information for Coordinator for the United Board:

Telephone __________________ Fax __________________

Email ____________________________________________
GOVERNANCE:

Does your institution have governing instruments: *e.g.*, charter, articles of incorporation, by-laws, and an independent governing body, *e.g.*, board of directors? ____ Yes  ____ No

- If yes, please *attach a list* of the current members of the governing body and its officers, and the top 5 key staff members.
- If no, please explain: __________________________________________________________

Are the finances of the institution audited annually by independent public accountants? ____ Yes  ____ No

- If yes, are the audited financial statements shared with the members of an independent governing body? ____ Yes  ____ No
- If no, explain how finances are monitored and who financial reports are shared with
  __________________________________________________________

INTERNATIONAL EDUCATION:

Please describe your institution’s long-term plans, if any, for increasing international exchanges.

Languages of instruction at your institution: Please list MA or PhD programs that are entirely taught in English.

_________________________________________________________________________________

Does your institution have a service-learning program? ____ Yes  ____ No

- If so, please provide the contact information:
  Name: ______________________________
  Position: ___________________________
  Email: ______________________________
  Tel: ________________________________

Does your institution have commitment to or programs related to whole person education? If yes, please explain.

________________________________________________________________________________
Funded Projects: Reporting Requirements

The following requirements apply to projects that are awarded United Board support.

Evaluation
At the conclusion of the project, we request that someone knowledgeable about the project, but independent of it, evaluate the extent to which the goals set out in the original proposal have been accomplished. Ideally, the evaluator should be someone well known to, but based outside the grantee institution. (The project leader cannot be the evaluator.) If funds are required to pay for the evaluation, this should be reflected in the project budget. The name and qualifications of the evaluator should be included in the original proposal. The United Board staff will provide further guidance to project leaders about the design and format of the evaluation process.

Reporting
Reports for one-year projects will be due at the United Board one month after the close of the project. For example, the leaders of a project lasting 12 months ending on June 30 should send the United Board a final report by July 31 of that year.

For multiyear grants, the United Board requires an interim report and a short proposal for the next phase of the project, to be submitted six months after the start of the project. This would often mean early January or halfway into the grant year. No report is necessary at the 12-month point. Two-year grants will require a final report 25 months from its start (24+1), and three-year grants will require a final report 37 months from its start (36+1).

The one-month “grace period” gives project leaders time to reflect on what was done and what impacts these activities may have had. Formats for both narrative and financial reports are on the United Board website. Failure to submit timely reports may jeopardize the institution’s eligibility to receive further grants from the United Board.
The following table shows the report schedule assuming the project is completed on or about June 30 of the applicable year:

<table>
<thead>
<tr>
<th>Length of Grant</th>
<th>Example</th>
<th>Interim Report (months)</th>
<th>Example</th>
<th>Full Report (months)</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-year</td>
<td></td>
<td>--</td>
<td>--</td>
<td>12 + 1</td>
<td>Jul 31, 2017</td>
</tr>
<tr>
<td>2-year</td>
<td>Project starts on Jul 1, 2016</td>
<td>6</td>
<td>Dec 31, 2016</td>
<td>24 + 1</td>
<td>Jul 31, 2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
<td>Dec 31, 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-year</td>
<td></td>
<td>6</td>
<td>Dec 31, 2016</td>
<td>36 + 1</td>
<td>Jul 31, 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
<td>Dec 31, 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
<td>Dec 31, 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Publication and Dissemination of Results**

The United Board should be acknowledged in all public materials, signage, and academic publications associated with the grant. Specific guidelines are described on the United Board website at: http://unitedboard.org/ABOUTTHEUNITEDBOARD/NameandLogoUsage.aspx

The United Board encourages grantees to publicize the projects it funds to important audiences within the grantee university, in other universities, and in the broader community. We encourage project leaders to plan in advance to gather data from the project and reflect outcomes and experience gained in relevant academic and community-based publications, in print or online. Where relevant and feasible, grantees are also encouraged to develop project websites hosted by the grantee institution. As part of the reporting process, we welcome video clips and photographs of key events or presentations sponsored by the project.