2019-2020 Project Grants[1]

Instructions

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

We welcome proposals for projects that will advance the capacity of colleges and universities in the United Board's network to design and deliver whole person education in innovative and effective ways. The United Board pays special attention to professional development of faculty and institutional leaders involved in undergraduate education.

The average grant award for 2018-2019 was US$11,700. (See separate guidelines for the Bamboo Grants Program, which supports start-up activities and pedagogical experiments budgeted at less than US$5,000.)

1. **Themes and Activities**

We invite proposals in four general areas:

  a. Leadership Development for Higher Education
  b. Faculty Development for Enhanced Teaching and Learning
  c. Campus-Community Partnerships
  d. Culture and Religion in Asia

Projects should be designed to strengthen institutional capacity by:

  a. 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;
  b. enriching undergraduate education through the development of new or improved curricula, design of new academic programs or student services on campus, or other means;
  c. building deeper connections between students and the community through collaboration that engages colleges and universities with community-based organizations or other means; or
  d. improving administrative systems essential to whole person education at the undergraduate level.

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[1] Formerly titled "Institutional Grants Program."

2. **Collaborative Projects (optional)**
   a. Projects that promote collaboration among colleges and universities to address common educational need or challenge are welcome.
   b. Collaboration may be within a country or region, or across geographical borders.
   c. Grant recipients are not expected to "'re-grant" funds to other colleges and universities; however, grantees are welcome to cultivate 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.*

3. **Eligibility**
   a. Colleges and universities that have received a grant from the United Board in the past five years (since 2014) are eligible to apply. See pages 6-7 for details.
   b. The project must benefit the higher education institution as a whole and not just specific individuals.
   c. The project must be consistent with the United Board's mission to advance whole person education and must fall within one of the program areas of the United Board.

4. **Selection Criteria**

The proposal will be assessed by the United Board's internal and external reviewers, and their recommendations are then submitted to the Board of Trustees of the United Board for final decisions.

The United Board uses the following criteria in evaluating proposals:

   a. contribution to the institutional mission in whole person education;
   b. clarity of rationale and objectives;
   c. relevant background of the personnel leading the project;
   d. integrity and feasibility of the project design;
   e. clear and reasonable budget with cost-sharing indicated when relevant;
      - *Cost-sharing is considered a strong indicator of institutional commitment; it can be made in terms of in-kind support (e.g., cost for venues, facilities, or personnel) and/or funding from other sources.*
   f. number and extent of the intended beneficiaries;
   g. if relevant, clear plan for sustainability, which indicates the following, as appropriate:
      - *support from the institution;*
      - *prospect of project's incorporation into the institution's regular operation; or*
      - *prospect of continuous funding from other sources.*
      Projects intended as one-time events will be evaluated on the basis of impact.
   h. clarity of an evaluation plan.

5. **Reporting Requirement**

Evaluation Report
a. Indicate the extent to which the goals set out in the original proposal have been accomplished at the conclusion of the project.
b. Include the Evaluation Report as an attachment to the completion report.
c. Ensure the Evaluation Report is signed by the evaluator or by the relevant supervisory unit or committee whose names have been included in the original proposal (this is a requirement).

From 2018-2019 onward, evaluation by external reviewers is no longer a requirement.

Reporting
a. One-year project
The project should be completed by June 30, 2020 and a completion report should be submitted by July 31, 2020.

b. Multiyear projects
When reporting on the project's first year (or second year, for three-year projects), strong justification should be provided for the next year of the project, with a clear program plan, schedule of activities, budget, and requested amount for the second year (and/or third year, when appropriate).

New projects:
   i. An annual progress report should be submitted by April 30 of each year.
   ii. A completion report covering all activities of the multiyear project should be submitted by July 31 of the final project year.

For multiyear projects granted in 2017-2018 or earlier:
   i. Submission of an interim report and a brief proposal with an updated budget for the next phase of the project is required by December 31. Year 2 or Year 3 funds are not automatic but dependent on demonstrated evidence that the project is going well.

c. All projects
Any products resulting from the project, such as curricula, pictures, books, conference proceedings, sample of local knowledge / wisdom, etc., should be submitted to the extent they are available.

The United Board reserves the right to suspend or terminate the funding of the second and/or third year of a multiyear project if it is assessed to be not satisfactorily executed.

Failure to submit timely reports may jeopardize the institution's eligibility to receive further grants from the United Board.

Reporting Timeframe

Length of Grant	Example	Annual Progress Report by	Completion Report by
1-year	Project starts on July 1, 2019	-	July 31, 2020
2-year		April 30, 2020	July 31, 2021
3-year		1) April 30, 2020 2) April 30, 2021	July 31, 2022

Documents for Reporting*

	Project Grants		Bamboo Grants Program
	One-year project	Multiyear project	
Annual Progress Report (R1)		✓	
Progress Financial Report (R2)		✓	
Completion Report (R3)	✓	✓	✓
Completion Financial Report (R4)	✓	✓	✓
Report Endorsement Form (R5)	✓	✓	✓

6. Publication and Dissemination of Results

The United Board should be acknowledged in all public materials, signage, and academic publications associated with the grant. For specific guidelines, please visit the Name and Logo Usage section of our website.

We encourage grantees to:
  a. publicize funded projects to a wide audience in the grantee university and beyond;
  b. plan in advance to gather data from the project and share, through either print or digital channels, its outcomes and the experience gained; and
  c. develop project websites hosted by the grantee institution.

7. Collection of photos

The United Board requests photos of grant-supported projects for publication on its website, in its annual report, and / or in its newsletter. Grant recipients are encouraged to take photos during their programs, and submit them together with the report. (Please ensure appropriate permission from photo subjects has been secured; for a copy of the United Board's photo permission document, please contact grants@unitedboard.org.) Photo guidelines are as follows:
  a. photos of high resolution (300 dpi);
  b. photos that convey action and / or feelings (with faces close and clear enough); and
  c. a caption for each photo.

8. Contacts

Please contact the Program Officer or Regional Program Consultant responsible for your region listed below with any questions.

Northeast Asia	Dr. Cynthia Yuen	cyuen@unitedboard.org
South Asia	Dr. Maher Spurgeon	mspurgeon@unitedboard.org
Southeast Asia	Dr. Hope Antone	hantone@unitedboard.org

All proposal materials, including Application Guidelines, Application Form, and Budget Worksheet, can be found on the United Board website at:
https://unitedboard.org/grant-guidelines/apply-for-a-grant/project-grants/

Eligible Institution

If your college or university is not listed below but is interested in exploring the possibility of joining our network, please contact the Program Officer or Regional Program Consultant responsible for your region to discuss potential eligibility (see page 2).

Bangladesh
Asian University for Women

Cambodia
Pannasastra University of Cambodia
Royal University of Phnom Penh

China
Central China Normal University
Fudan University
Fujian Hwa Nan Women's College
Fujian Normal University
Ginling College, Nanjing Normal University
Guizhou Normal University
Jinan University, Guangzhou
Nanjing University
Ocean University of China
Renmin University of China
Shaanxi Normal University
Shandong University
Shanghai University
Sichuan University
Soochow University, Suzhou
Yunnan University
Zhejiang University

Hong Kong
The Chinese University of Hong Kong
Chung Chi College, The Chinese University of
    Hong Kong
The Education University of Hong Kong
Hong Kong Baptist University
The Hong Kong Polytechnic University
The Hong Kong University of Science and
    Technology
Lingnan University
The University of Hong Kong

India
The American College
Bishop Heber College
Christ University
Karunya University
Lady Doak College
Madras Christian College

Salesian College
Scottish Church College
St. Aloysius College
St. Ann's College of Education
St. Christopher's College of Education
Stella Maris College
Union Christian College, Kerala
Union Christian College, Shillong
Women's Christian College, Chennai

Indonesia
Artha Wacana Christian University
Atma Jaya University, Yogyakarta
Duta Wacana Christian University
Maranatha Christian University
Petra Christian University
Sam Ratulangi University
Sanata Dharma University
Satya Wacana Christian University
Soegijapranata Catholic University

Japan
International Christian University
Sophia University

Macau
University of Macau

Myanmar
Dagon University
Mandalay University
Myanmar Institute of Theology

Philippines
Ateneo de Davao University
Ateneo de Manila University
Central Philippine University
De La Salle University
Miriam College
Pilgrim Christian College
Silliman University
Southern Christian College
Trinity University of Asia
University of St. La Salle
Xavier University

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

Taiwan
Chang Jung Christian University
Chung Yuan Christian University
Fu Jen Catholic University
Soochow University, Taipei
Tunghai University

Thailand
Assumption University
Payap University

Vietnam
An Giang University
Hue University
Vietnam National University