

## GUIDELINES: UMAP STAFF MOBILITY GRANT PILOT PROGRAM

**Objective:** The UMAP Staff Mobility Grant Program aims to promote international cooperation and the exchange of knowledge among academic and administrative staff members across UMAP member institutions. This program supports staff mobility for On-the-Job shadowing or Training/Professional Development related to internationalization of higher education and partnership development at UMAP member institutions worldwide. By participating in this program, staff members gain valuable experiences, develop new skills, and contribute to enhancing the Asia-Pacific relationships in the UMAP consortium. Before applying, interested staff must identify a potential host and agree to the goals and conditions of the proposed visit.

### 1. Length of Engagement:

- Staff Mobility Grant Activities must be a minimum of 5 days (plus 2 days for travel) and a maximum of 2 months.

### 2. Amount of Grant:

- Grant amounts will vary based on the duration and destination of the mobility, to a maximum of \$1500USD.
- Grants may cover travel expenses, subsistence costs, and other related expenses.
- It is expected that applicants will secure matching funds or in-kind cost-share resources from their home or host institutions.
- Proposals must include a full budget breakdown, including all confirmed sources of funding to support the mobility experience.

### 3. Eligibility Criteria:

- The program is open to academic and administrative staff employed at UMAP member institutions. Academic faculty are not eligible and may consider the UMAP Research Net program as a source of collaborative research support.
- Staff members must have a valid contract during the mobility period and must provide the approval of their supervisor, home institution, and host institution representative.
- Applicants must demonstrate relevance of the mobility to their professional development or institutional goals as well as to the UMAP network.
- Proposals must include an outline of the proposed activities/workplan agreed upon by both UMAP member institutions and outline how the activity will contribute to capacity building, internationalization, or collaborative projects between the partner institutions

### 4. Mobility Activities:

- On-the-Job skill building: Staff members participate in job shadowing and/or learn about best practices that will support the administration and/or leadership of internationalization at their institution, and/or develop relationships for future student exchange opportunities.
- Training/Professional Development: Staff members participate in training courses, workshops, or other relevant activities related to internationalization of higher education.

**5. Selection Process:**

- UMAP Taskforce Members will evaluate applications based on:
  1. Relevance of the proposed mobility to the individual’s goals, the home institution's strategic objectives, the quality of the work plan, and expected outcomes.
  2. Priority may be given to mobility activities that contribute to capacity building, internationalization, or collaborative projects with partner institutions which strengthen the UMAP network.

**6. Expected Outcomes:**

- Enhanced knowledge and understanding of administrative and leadership approaches to internationalization of higher education.
- Acquisition of new skills and competencies.
- Strengthened international networks and partnerships, including increased student exchange opportunities, field school development, or virtual education collaborations.
- Contribution to the development of innovative practices within the institutions and the UMAP consortium.

**7. Post-Mobility Requirements:**

- Staff members are expected to share their experiences and insights with the UMAP consortium upon return (before the end of the calendar year) in two formats:
  1. Completion of a mobility report detailing activities undertaken and outcomes achieved.
  2. Virtual Presentation with the two Member Institutions sharing their experience about the Staff Mobility Grant Program

**Application Requirements:**

- Applicants must complete the “[Staff Mobility Proposal Form](#)” in detail;
- They must attach a copy of their professional resume to the completed Staff Mobility Form

- They must then complete a short online form, available [here](#), uploading the Staff Mobility Form and resume as the final step.
- If an applicant is unable to successfully combine the Mobility Form and the resume, they should upload the Mobility Form and then email the resume separately to: [umap-is@umap.org](mailto:umap-is@umap.org)

**Application deadline - Friday, January 31, 2025**

The UMAP Staff Mobility Grant Program is designed to facilitate professional development opportunities for academic and administrative staff members through international mobility. By encouraging staff members to engage in shadowing, training, or other activities abroad, the program aims to foster collaboration, innovation, and mutual understanding within the global higher education community. This initiative reflects our commitment to promoting excellence and internationalization in education.

The UMAP Staff Mobility Grant Program is designed to be offered on a biennial basis (opposite years of the Research Net Grant). The entire allocation of each call is \$5,000 USD, which will be distributed as individual grants up to \$1500 USD each, until the budget is exhausted.

**Logistics**

2025 Program timeline:

January	Call for Proposals published on UMAP.org website
January 31	Proposal Submission Deadline
February	Application Review & Selection by Taskforce
March	Notification of Successful Proposals
April-December	Staff Mobility Activities Take Place
December	Reports and Knowledge Mobilization Information Shared with UMAP IS

Successful applicants will be sent a Letter of Award detailing the value and conditions of the award. The Letter of Award must be signed and returned to the International Secretariat within one week.

The grant will be divided and transferred in two installments: 80% and 20%. The initial 80% will be transferred after the Letter of Award has been signed and sent to the UMAP International Secretariat. The second installment of 20% will be transferred after submission of the final report.

Note: The recipients are responsible for making all arrangements related to the Staff Mobility Program including: international travel, visas (if applicable), accommodation, and medical and life insurance. Questions may be directed to: [UMAP-IS@umap.org](mailto:UMAP-IS@umap.org)