**International Student Experience Fund (ISEF) – Template Proposal Form**

Note: While Seed grant proposal are accepted from all eligible and staff on a rolling basis; Impact grant proposals are accepted by invitation only (Jan 22 deadline) - based on a review of a related Letter of Intent (Oct 16 deadline).

**Project Overview**

1. Project title:

Click here to enter text.

1. Executive Summary of the Project (1500 characters max)

Click here to enter text.

**Project Participant Information**

1. The following information is required for all Project Leads
	* Name Click here to enter text.
	* Position Title Click here to enter text.
	* Email Address Click here to enter text.
	* Division/Unit Click here to enter text.
2. Division(s) participating in the proposed project (NOTE: Projects must include collaboration with other divisions, either from the start of the project, or as a means of expanding in its final year of funding)

Click here to enter text.

1. Biographies of Primary Collaborators: provide one (1) paragraph for each of the primary collaborators in the proposed project that states their position and provides an overview of their relevant expertise.

Click here to enter text.

1. Describe how your project will engage each of the U of T’s student, faculty, and staff communities (NOTE: while students cannot be primary collaborators/ lead projects their involvement in advisory roles is encouraged)

**Detailed Project Description**

1. Proposal Grant tier:

**Seed ($5,000-$15,000)** [ ]

**Impact ($15,000-$75,000)** [ ]

1. Rationale: Why are you undertaking this project? What specific need will it meet, and how does it intersect with unit, division, and/or institutional goals? (3000 characters max)

Click here to enter text.

1. Project Deliverables: Provide a brief description of the expected outputs of the project. (1000 characters max)

Click here to enter text.

1. Impact: Who will benefit from this project, and how? (1000 characters max)

Click here to enter text.

1. Assessment: How will you measure the success of this project? (1000 characters max)

 Click here to enter text.

1. Project timeline: Provide a clear timeline, including major milestones and progress reports.

Click here to enter text.

1. Sustainability: What are the plans for sustaining and/or sharing the project beyond the ISEF funding limits? (1000 characters max)

Click here to enter text.

**Project Budget**

1. Project Budget: The ISEF chart of funds and itemized expenses ([direct download link](https://international.utoronto.ca/wp-content/uploads/2023/11/ISEF_BudgetTemplate-1.xlsx)), to be filled in and uploaded as a PDF file
2. Rationale and Justification for Requested Funds: Provide a summary of the major rationales and justifications for the type, amount and duration of funds requested. Include as much information as possible on the major expenditure milestones (1000 characters max)

Click here to enter text.

1. Existing Resources: A description of existing university resources leveraged in support of the project

Click here to enter text.

**Divisional Support**

Impact Grants: A letter of support from the sponsoring division’s Dean is required.

Seed Grants: At a minimum, a letter of support from the head of the sponsoring unit is required. Some multi-departmental divisions also require Decanal approval, and applicants should contact their Dean’s office to determine appropriate policies.

1. Name of sponsoring division/unit head(s)

Click here to enter text.

1. Email address of sponsoring division/unit head(s)

Click here to enter text.

1. Letter of support from the sponsoring division/unit
	* Applicants will be required to upload the letter of support as part of the final proposal process.
	* Proposals should outline implications and strategies for sustaining the project once ISEF funds have concluded. In many cases, this will require a commitment by the sponsoring Division to review the project for ongoing funding upon the completion of ISEF funds.