KPU's Global
Sustainable Development Goals (SDGs) Fund

KPU INTERNATIONAL

Applicant Guidelines
Call for Proposals 2025/2026

Contents

1. Purpose of the KPU's Global SDGs Fund

The KPU's Global SDGs Fund offers KPU faculty members the opportunity to participate in international mobility experiences that enrich KPU's global presence and at the same time contribute to fulfilling the [United Nations Sustainable Development Goals (SDGs)](#). Engaging in international contexts enables faculty members to share and acquire best practices, promote student mobility, forge and reinforce partnerships with international institutions, and spearhead substantial international projects that align with higher education's globalization objectives. This initiative also fully aligns with KPU's [Academic Plan](#) and [Vision 2026](#), thus contributing significantly to KPU's strategic goals.

If you need more information about the UN SDGs, the KPU Library has created a comprehensive *SDGs Research Guide,* designed to help students - and anyone interested - learn more about each SDG, provide useful resources for research, and offer tips on how you can contribute and act on an individual level. Explore the guide [here](#).

1.1. Eligible Project Activities

Proposed projects can include various project activities that support the purpose of this fund; however, all proposed projects **must** clearly demonstrate the alignment with the UN SDGs.

In addition to demonstrating the alignment with the UN SDGs, the proposed projects should demonstrate that they:

- Support strategic goals of the KPU's Academic Plan and Vision 2026;

- Directly benefit KPU students and raise their awareness on SDGs;

- Support professional development and intercultural skills development among KPU faculty members;

- Promote raising knowledge sharing within KPU community.

Important notes:

- *Merely listing related SDGs in the proposal form is not sufficient; a clear connection between the proposed project activities and how they relate to one or more SDGs must be made in the proposal form.*

- *Please note that only projects with already determined travel destination, including the travel dates and secured letter of invitation from the host institution (if applicable), will be taken into consideration. Should successful applicants' proposed dates change, KPU International must be notified within 10 business days.*

Here are *some* project examples* related to different SDGs:

SDG 1: No Poverty

- Volunteer abroad with organizations focused on poverty alleviation.
- Participate in community development projects in impoverished regions.

SDG 3: Good Health and Well-being

- Assist in healthcare clinics and medical outreach programs in underserved areas.
- Promote public health awareness through workshops and educational campaigns.

SDG 4: Quality Education

- Teach or facilitate workshops in universities in developing countries.
- Support educational technology initiatives for remote and underserved communities.

SDG 5: Gender Equality

- Work with organizations or universities supporting women's empowerment and gender equality.
- Engage in workshops, seminars or conferences on gender-based violence and discrimination.

SDG 13: Climate Action

- Engage in workshops, seminars or conferences to raise awareness about climate change and its impacts.
- Support educational initiatives to promote sustainable practices.

SDG 17: Partnerships for the Goals

- Collaborate with NGOs, international organizations and universities to build cross-cultural partnerships and networks for sustainable development.
- Facilitate workshops and conferences on global cooperation and the SDGs.
- Support KPU in creating impactful service learning programs that empower communities and foster student growth and civic engagement.
- Disseminate KPU's SDG mapping initiatives, integrating them with the global partners.

*The examples shown above are for applicants' reference only; applicants are encouraged to propose other

projects or initiatives as well.

1.2. Ineligible Project Activities

The following project activities will not be funded through this fund:

- Personal travel, activities, or meetings

- Research activities

- Projects related to engagement in pastoral, missionary, or other professional religious activities

1.3. Expected Outcomes

- Projects directly contribute to advancing internationalization at KPU and at the same time fully align with at least one SDG;
- Projects facilitate the ongoing growth of intercultural skills among KPU faculty members and equip them to integrate international perspectives and content into course offerings, and to deliver a curriculum that aligns with global and cultural awareness for the everchanging workforce;
- Proposed projects raise awareness on SDGs among KPU students, cultivate a sense of global responsibility and awareness, and prepare students to actively engage in global issues and challenges;
- Project goals and activities align with KPU's Vision 2026 and the Academic Plan, thus supporting university's academic goals and priorities
- Proposed projects promote collaborative learning experiences within the KPU community and encourage knowledge-sharing activities among students and fellow faculty members.

2. Eligibility

2.1. Applicant Eligibility

- Applicants must be **REGULAR (Full-time or Part-time)** or **NON-REGULAR TYPE 2 (Full-time or Part-time)** KPU faculty employees. Please refer to regular KPU faculty employee definitions as outlined in the faculty collective agreement. See Article 1, Section 1.05 (Definitions).

- Each applicant is allowed to submit only one application per application round.

- One application can include multiple candidates, but only one application should be submitted for all the candidates in that specific round.

- Candidates can reapply for this funding opportunity every year, but priority will be given to faculty members submitting their first applications.

Important notes:

- Successful applicants are required to submit the **Travel Authorization Form**, signed by the Dean, prior to their departure date. Please note that this form is not obligatory at the application stage.

- For two or more applicants submitting one proposal, please note that *separate* Travel Authorization Forms must be completed by the applicant(s), and signed by the respective Deans of the applicants' departments.

- Applicants, who are on educational leave or with assigned time release for special projects, must obtain approval from both the Dean <u>and</u> their direct supervisor, if different from the Dean.

- Completed and signed Travel Authorization Forms must be submitted to global.partnerships@kpu.ca for KPU International's records.

- ***Please note that salary and benefits, including backfilling/paying for a substitute instructor during applicant's travel, are not eligible to be funded under this Call for Proposals (see section 2.3. of the guidelines).***

2.2. Eligible Expenses

- Flights

- Accommodation

- Per diems

- Transportation

- Immunizations (if necessary, as outlined by the <u>Government of Canada's official travel advisory</u> website, or as prescribed at a travel clinic)

- Conference fees (if applicable and relatable to a direct international focus)

Note: All expenses must comply with KPU's FM5 BUSINESS AND TRAVEL EXPENSE POLICY & PROCEDURES.

2.3. Ineligible Expenses

- Salary and Benefits, including backfilling/paying for a substitute instructor during applicant's travel

- Passport fees

- Capital and/or infrastructure cost, including software purchase

- Any expenses related to ineligible project activities (see section 1.2. of this Call for Proposals)

- All other expenses noted as ineligible in KPU's FM5 Business and Travel Expense Policy and Procedures

3. Value and Duration

Individual Applications:

Successful applicants will receive funding of up to **CAD 5,000** to support their projects.

Joint Applications:

If two or more faculty members collaborate on a joint application, they may submit a single proposal with a **maximum budget of CAD 10,000** per application.

Case-by-Case Exceptions:

The Selection Committee may, on a case-by-case basis and contingent upon available funding, approve funding requests exceeding **CAD 5,000** for individual projects. However, under no circumstances will more than **CAD 10,000** be approved for joint applications submitted by two or more applicants.

Additional Funding Sources:

If additional funding is required to support the project in its entirety, applicants are encouraged to explore other funding opportunities. This includes applying to other sources such as KPU's **0.6% Professional Development Fund** or other institutional funding programs.

Applicants are advised to carefully consider their budgetary needs and the availability of complementary funding sources to ensure the successful completion of their projects.

Successful applicants will have until **March 31st, 2026** to finalize their travel and submit an expense report to KPU Finance.

4. Application Deadline

The application deadline for this year is **March 10th, 2025, at 5 p.m. PST**.

Note: Applications submitted after the deadline will not be reviewed by the Selection Committee, and the applicant will be removed from the competition.

Please note that the deadline for next year may change. We encourage you to visit KPU International [SDG faculty mobility funding page](#) frequently for the updated information.

5. How to Apply

The following proposal documents should be completed and forwarded to global.partnerships@kpu.ca before the deadline:

- [The Proposal Description Form](#)
- [The Budget Form](#) (please note that both sheets, i.e. the Budget and Budget Justification tabs, must be completed)
- A "Letter of Invitation" from the host / partner institution (if applicable)

Note: Incomplete applications will not be reviewed by the Selection Committee, and the applicant will be removed from the competition.

6. Selection Criteria

Applications will be reviewed and assessed based on the following criteria:

- Proposed project's contribution to fulfilling and promoting SDGs, as well as raising awareness on global issues and potential solutions among KPU community and wider;

- Direct benefits of the project to KPU's students, as well as faculty members;

- Alignment of the proposed project with KPU's Vision 2026 and the Academic Plan;

- Proposed project's knowledge-sharing strategy.

Applicants are encouraged to review **Appendix A: Evaluation Rubric** for a comprehensive understanding of the selection criteria. This document provides detailed information on the metrics and standards used to assess applications.

All applicants should receive the information regarding the outcome of their application within 1-2 months following the application deadline.

Please note that there is no guarantee of funding until the applicant receives the *official* approval of their application from the KPU International office. All costs applicants incurred prior to the official approval of their application, are *not eligible* to be covered with funds from the KPU's Global SDGs Fund.

7. Next Steps for Selected Applicants

7.1. Pre-Trip Requirements:

Successful applicants are required to:

- submit the following documents to global.partnerships@kpu.ca prior to their trip:
  - → Travel Authorization Form (signed by the Dean)**;**
  - → KPU's Employee Agreement and Acknowledgment for International Mobility Form (completed and signed by the applicant);
  - → Any receipts/invoices (flight tickets, accommodation etc.) available at the time.
- Attend the pre-departure training provided by the KPU International staff.

7.2. Post Trip Requirements

7.2.1. Program Evaluation

Within **3 weeks** of completion of their faculty mobility activities, faculty members are required to complete Post-experience Questionnaire Form and submit it, together with any relevant photos/videos/other media and signed Photo Release & Waiver Agreement, to global.partnerships@kpu.ca.

7.2.2. Expense Reconciliation

Successful applicants **must** reconcile the amount received as part of the approved fund

disbursement. Kindly ensure that you meticulously account for all your expenditures and maintain detailed records of your receipts.

The reconciliation process is as follows:

- The *Expense Report Form* with all receipts attached must be completed as part of the reconciliation process. The current version of the *Expense Report Form* can be found on this page: Finance Forms. Receipts must be provided in line with KPU's FM5 Business and Travel Expense Policy and Procedure.

- Completed and signed Expense Report Form, with all receipts attached, should be forwarded to global.partnerships@kpu.ca for the review and sign off.

- If there are any unspent funds, kindly mail completed and signed cheque noting the remaining amount, addressed to "Kwantlen Polytechnic University", to the following mailing address:

  KPU International (Cedar Building, Room 1145)
  12666 72 Avenue
  Surrey, BC
  V3W 2M8

- After applicants receive their approved and signed Expense Report Form, they should forward it to Finance at Accounts.Payable@kpu.ca for KPU records.

Note: Approved Expense Report Form needs to be submitted to Finance before the end of the current fiscal year (March 31st of the following calendar year). Example: if your project has been approved in July 202**5**, your trip needs to be finalized, all expenses and receipts accounted for and submitted with the approved Expense Report to KPU Finance no later than March 31, 202**6**.

8. Contact Us

Need additional support or have a question? Reach out to the KPU International Global Development office (global.partnerships@kpu.ca). **But first, please check out the FAQ below**.

Frequently Asked Questions (FAQ)

1. **I am a part-time regular KPU faculty member. Am I eligible to apply?**

   Yes, you are eligible to apply as long as you are a regular KPU faculty member.

2. **I am a Non-Regular Type 2 KPU faculty member. Am I eligible to apply?**

   Yes, you are eligible to apply as long as you are a "Type 2" Non-Regular KPU faculty member.

3. **How long will I have before I have to use the funds?**

   Successful applicants will have until **March 31st, 202**6 to complete their travel <u>and</u> submit the Expense Report, together with all the receipts, to KPU Finance. In the event that a faculty member chooses not to proceed with their proposed activity, they are required to return the full awarded amount via cheque, addressed to "Kwantlen Polytechnic University", to the following mailing address:

   <div align="center">

   KPU International (Cedar Building, Room 1145)

   12666 72 Avenue

   Surrey, BC

   V3W 2M8

   </div>

4. **What if there are trip disruptions due to unforeseen circumstances such as natural disasters, war, or pandemics?**

   If the funds have already been issued, you must repay the total amount, including any non-refundable expenses made using the allocated funds. Otherwise, your funding request will be cancelled if the funds have yet to be issued. However, we encourage you to resubmit an updated proposal and application for consideration in the next round of funding. *We also recommend booking refundable options or purchasing cancellation insurance for expenses incurred.*

5. **Does my project need to be necessarily aligned with SDGs or can I propose something else too?**

   Please note that the purpose of this fund is give KPU faculty members the opportunity to participate in international mobility experiences that enrich KPU's global presence and at the same time contribute to fulfilling the United Nations Sustainable Development Goals (SDGs). While proposed projects can include various project activities (see Section 1.1. of this Call for Proposals for some project examples), all proposed projects **must** clearly demonstrate the alignment with the United Nations Sustainable Development Goals (SDGs). Also, just listing related SDGs is not sufficient; a clear connection between the proposed project activities and SDGs must be made in the proposal form.

6. **Do I need to have the travel destination determined at the application stage or can I determine where to travel if I receive the funding?**

   Please note that only projects with already determined travel destination, including the travel dates and secured letter of invitation from the host institution (if applicable), will be taken into consideration. Should successful applicants' proposed dates change, KPU International must be notified within 10 business days.

7. **Can the funds allocated be deferred?**

   Due to limited funding, it is important to note that deferring payments for a scheduled activity will not be possible. If the circumstances surrounding the activity change, we kindly request that the faculty member promptly notifies KPU International.

8. **How will the funds be distributed? Will I have to advance the payments?**

   Payment will be made in advance via a cheque or direct deposit for the amount approved by the selection committee. For cheque requisitions, you will need to provide the necessary information. Additionally, you must submit one of the following documents as proof: a flight booking confirmation, conference registration confirmation, or an invitation letter that includes the duration of the activity once confirmed/booked. These documents should be submitted to KPU International.

9. **How many grants are available for distribution?**

   Annual distribution amounts vary from year to year. Approximately 7-8 proposals per calendar year are funded through this fund. More faculty mobility opportunities may be funded as capacity permits.

10. **What is the deadline for receiving applications in 2025?**

    The deadline for applicants to submit their application packages for 2025 intake is **March 10th, 2024, at 5 p.m. PST**.

11. **Can I spend the funds on another project not outlined in the submitted application?**

    No, all funds must be exclusively allocated to the activity approved in the submitted application.

12. **Can I apply for funding more than once?**

    If you were successful in receiving the funding in previous years, please note that the

priority will be given to the first-time applicants. Should additional funds be available, returning applicants will be considered as well.

13. **Who can I contact if I need additional support?**

Should you have additional questions, or require support in connecting with existing KPU partners, please reach out to our Global Development and Partnerships Team at global.partnerships@kpu.ca.

14. **If I receive funding and then I am made redundant can I still use the funding?**

Unfortunately, if faculty are made redundant after they receive funding, they will need to return the funds if they haven't finalized their experience by the time their employment at KPU ends.

15. **Can I still apply for funding if I have been made redundant?**

Funding is only available to regular KPU faculty member and "Type 2" Non-Regular KPU faculty member. Unfortunately, if you have been made redundant you are no longer a KPU employee and would not be eligible to apply for funding.

APPENDIX A – Selection Criteria

Criterion	Insufficient Evidence = 1	Emerging = 2	Developed = 3	Exemplary = 4	Score
Proposal Quality	Insufficient information is provided; unclear what the proposal is about	Proposal is unclear or otherwise offers limited details of the main project goals and/or project activities	Project main goals and activities are clearly presented in the proposal	Proposed project clearly describes the main goals and activities, with the significance of the project strongly and clearly articulated	
Budget Quality	Budget contains numerous ineligible expenses and lacks sufficient information about budget expenditures and their connection to project goals and activities	Budget contains some ineligible expenses and requires further clarification on number of items to understand their connection to project goals and activities	Budget is clear, contains no ineligible expenses, and provides a reasonable connection to project goals and activities	Proposed budget is clear, detailed, realistic considering proposed activities, contains no ineligible expenses, demonstrating a strong connection to project goals and activities	
Direct Benefits to KPU Students	The proposed project does not explicitly note any benefits for, or appear to benefit, KPU students	The proposed project notes indirect, or minimal, benefits for KPU students	The proposal clearly explains how the project has direct benefits to KPU students, detailing specific ways in which students will benefit	The proposal thoroughly outlines the direct benefits to KPU students, making these benefits a central focus of the project, with comprehensive strategies to maximize student engagement and impact	
Contribution to Applicant's Professional and Intercultural Skills Development, and Increased Knowledge of SDGs	The proposed project does not explicitly note any benefits for, or appear to benefit, the applicant	The proposed project provides a limited or unclear presentation of the benefits for the applicant's professional or intercultural skills development, and increased knowledge on SDG(s)	The proposed project provides a clear and detailed explanation of the benefits for the applicant's professional and intercultural skills development, and increased knowledge on SDG(s)	The proposed project places a strong emphasis on the applicant's professional and intercultural skills development, and increased knowledge on SDG(s), making these aspects central to the project's goals and activities	
Relationship to KPU's Vision 2026 and Academic Plan	No explicit relationship between the proposed project and KPU's Vision 2026 and the Academic Plan	Proposed project mentions alignment with KPU's Vision 2026 or academic plan but provides minimal or unclear explanation on how the project supports these goals	Proposed project clearly explains how it aligns with and supports KPU's Vision 2026 or academic plan, detailing specific goals and initiatives	Proposed project demonstrates a strong and comprehensive alignment with KPU's Vision 2026 and academic plan, showing a deep understanding and commitment to advancing these goals through detailed and strategic initiatives	
Knowledge Sharing Strategy	No knowledge sharing plan has been noted in the proposed project	Proposed project notes a knowledge sharing plan, which includes sharing with either students or fellow faculty members, but not both	Proposed project notes a knowledge sharing plan, which includes sharing with both students and fellow faculty members	Proposed project notes a comprehensive knowledge sharing plan, which includes sharing with students, fellow faculty members, broader KPU community, publishing papers etc.	
Priority (weighted)	0	5	10	15	

APPENDIX A – Selection Criteria

Alignment with SDGs	No connection to SDG(s) has been noted in the project proposal	Proposed project lists applicable SDG(s) but provides minimal or unclear explanation on how the listed SDG(s) relate to the proposed project	Proposed project lists applicable SDG(s) and provides a clear and detailed explanation of how the project's main goals and activities align with the noted SDG(s)	Project's main goal is to directly contribute to fulfilling one or more SDGs and raise awareness among KPU community on global issues and SDGs	
Total score:					*Max 39*