

# KPU's Global Sustainable Development Goals (SDGs) Fund Proposal Description Form

## Applicant Information

Name

Job Title

Faculty/Area

KPU Email

Phone Number

Mailing Address

Have you received any funds from this Fund in the past?  Yes  No

If yes, define value and project name

Have you submitted proposals/received funds for the same/similar project already?  Yes  No

If yes, kindly add details here:

Employment Status

## Proposed Project/Initiative

Project/Initiative Title

Location (Country and City/Region)

Local Partners (if applicable)

Proposed Travel Dates (MM/DD/YY to MM/DD/YY)

1. **Proposal Overview:**
  - 1a. **What are the main project goals?**
  - 1b. **Please outline the proposed project activities.**  
(max. 500 words)

**2. Please list applicable UN SDG(s) and clearly explain in detail how does the proposed project align with listed SDG(s)?**  
(max. 350 words)

*Please note that a clear connection between the proposed project activities and how they relate to one or more SDGs must be made in the proposal form.*

**3.**

- a) In what ways will the proposed initiative benefit KPU students and help them become more aware of the SDGs?**
- b) What are the benefits of this project for you as a KPU faculty member?**

(max. 250 words)

**4. How does the proposed project contribute to fulfilling KPU's [Vision 2026](#) and [Academic Plan](#)?**  
(max. 250 words)

**5. After completion and return to Canada, how will you share the knowledge obtained while overseas? Please be as specific as possible (i.e. workshops, publishing research paper, etc.)**  
(max. 250 words)

# Acknowledgements & Signatures

## Use of Funds:

- All the funds from this Fund provided to the applicant must be used solely for the proposed activities, as presented in this proposal document.
- Upon finalizing the proposed project/initiative (and no later than March 31, 2026), a completed and signed Expense Report, with all receipts attached, must be submitted to KPU Finance for KPU records.
- All unspent funds provided by this Fund must be returned to KPU.

## Compliance:

- The applicant must comply with all statements presented in KPU's EMPLOYEE AGREEMENT AND ACKNOWLEDGEMENT FOR INTERNATIONAL MOBILITY form.

## Program Evaluation:

- By accepting these funds, the applicant agrees to complete the post-experience questionnaire, including a personal note of thanks to the donor, as well as provide photos/videos and other media, within 3 weeks of their return to be profiled on KPU International's communication channels.

## Dean's and / or Direct Supervisor's Approval:

- Please note that this application is **not** a [travel authorization form](#). Your travel needs to be approved by your Dean and/or your direct supervisor, if different from the Dean. If your proposal is successful, completed and signed travel authorization form must be submitted to [global.partnerships@kpu.ca](mailto:global.partnerships@kpu.ca) prior to your departure. This form is not required to be submitted together with your proposal.
- Applicants, who are on educational leave or with assigned time release for special projects, must obtain approval from both the Dean and their direct supervisor, if different from the Dean.
- Please note that, upon the receipt of this application, your Dean and/or direct supervisor will receive a notification of your application as well.

Name and the Position of your Dean\*:

Name and the Position of your direct supervisor\* (if different from the Dean):

*\*In case of multiple applicants from different KPU faculties, please note the name of Dean(s) and/or direct supervisor(s) for each applicant separately.*

I confirm, agree to, and acknowledge **all** the statements above.

Applicant's Signature

Date

## INTERNAL USE ONLY

KPU International Approval

Date