

# Pre-Application Technical Assistance Needs Analysis



i

## What is the Needs Analysis?

The Needs Analysis is a critical evaluation factor to the Undergraduate International Studies and Foreign Language (UISFL) application. The Needs Analysis outlines who the institution is, how it is committed to international education, why there is a need for UISFL funding, and how the UISFL grant will yield positive results for students. The core intent of the UISFL program is to build capacity at institutions, and the Needs Analysis speaks to the need for assistance to build international education capacity.



## What is being asked?

For reference from 34 CFR 658.32:

The Secretary looks for information that shows--

- (i) The extent to which the proposed activities are needed at the applicant institution;
- (ii) The extent to which the proposed use of Federal funds will result in the implementation of a program in international studies and foreign languages at the applicant institution;
- (iii) The likelihood that the activities initiated with Federal funds will be continued after Federal assistance is terminated; and
- (iv) The adequacy of the provisions for sharing the materials and results of the program with other institutions of higher education.



Commitment to International Education



Elements of International Studies Program



Need for and Prospective Results of Proposed Program



## Needs Analysis Components

1



**Commitment to International Education**

Provide commentary and evidence about the **organizational commitment** to international education, noting how this grant **builds capacity for your institution** to continue expanding its commitment long term.

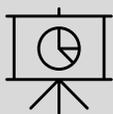
2



**Elements of the International Studies Program**

Give an **overview of your institution**. Discuss your current status and future goals when it comes to international education, noting how this will contribute to **developing or strengthening international studies and/or foreign languages**.

3



**Need for and Prospective Results of Proposed Project**

Discuss and show supporting information as to **why this grant is needed** at your institution. This should also connect to sharing **what the proposed impact will be and how this will impact students**.



# Commitment to International Education

1



## Commitment to International Education

Provide commentary and evidence about the **organizational commitment** to international education, noting how this grant **builds capacity for your institution** to continue expanding its commitment long term.

Potential Elements



### Number of International Focused Courses

Share information about international focused courses at your institution. This can include existing courses across the curriculum and disciplines. It is helpful if you can discuss how frequent the courses are offered and how UISFL funds will improve the commitment to Internationalization.



### Faculty & Administration Involvement in Planning

Highlight strong involvement from both faculty and administrators in the planning of the proposed project. This can be exhibited in a variety of ways, such as (but not limited to): sharing data from student surveys and information on faculty formed committees in development of the project.



### Institutional Commitment from key Admin & Faculty

Include Letters of Commitment from administrators and faculty that discuss plans for longevity of project. Another element could be sharing the plans (including the guidelines or protocols) which outline how the institution will expand international course offerings on campus.



### Institutional Funds to Support Program

Discuss how Institutional funds will be used to support the program. Elements that can be included in this support are funds for: faculty, staff, and administrator salaries, facilities, computers and other IT equipment, library holdings, student scholarships, and supplies for co-curricular programming.



## Best Practices



### CONNECT

your institutions' mission to the need to internationalize your institution



### FORM

an advisory committee (faculty and administration) to identify critical needs for internationalization



### COLLABORATE

across disciplines to maximize curriculum, faculty, and student development.



# Elements of International Studies Program

2



## Elements of the International Studies Program

Give an **overview of your institution**. Discuss your current status and future goals when it comes to international education, noting how this will contribute to **developing or strengthening international studies and/or foreign languages**.

Potential Elements



### Proposed Activities

Discuss how your proposed activities promote Undergraduate International Education. This can include foreign language, cross discipline, and interdisciplinary courses and could incorporate existing curricula that is revised or creation of new courses that include both class and international fieldwork components.



### Interdisciplinary Aspects of the Program

Courses can be designed to engage with Foreign Languages and Global Issues that draw on the humanities, social sciences, and natural sciences. Note how you are promoting interdisciplinary reflection by addressing multiple points of view and incorporating readings from a broad range of disciplines



### Plans for Improving & Expanding Language Instruction

Share how your activities promote the impact of curricular innovations on improving and expanding foreign language instruction and international studies in general. Provide proof of foreign language requirements (two years in high school or before undergraduate graduation) to meet language competitive priority.



## Best Practices



### SHOW

development of an international studies program which is interdisciplinary and focuses on global issues



### CREATE

innovative curricula which combines the teaching of international studies with professional studies



### OFFER

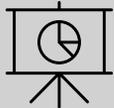
a study abroad program both virtual and in person





# Need for and Prospective Results

3



## Need for and Prospective Results of Proposed Project

*Discuss and show supporting information as to why this grant is needed at your institution. This should also connect to sharing what the proposed impact will be and how this will impact students.*



### Need for Proposed Activities

Discuss the overall desires for this type of program and how it reflects needs of the student body. Share how this work will promote intercultural understanding and prepare students to compete in an increasingly interconnected global society.



### Use of Federal Funds

Include strong plan and rationale for how federal funds will be used. This can include but is not limited to funds to support international virtual exchange, materials and supplies related to curriculum development and teaching, and promotional materials and advertising.



### Post-Grant Continuation of Project

Reiterate how faculty and administration will continue to show commitment to extending project activities beyond the grant period. Discuss the ways in which the project team expects more faculty to be interested in revising or developing new courses in these areas.



### Sharing of Program Materials

Discuss the plan for disseminating information about the project's activities, materials, and results. This information can be shared in a variety of ways but examples include: links to relevant web pages managed by Institution and International partners, and links to project's social media accounts on various potential platforms.

Potential Elements



## Best Practices



### RESEARCH

and discuss how new and enhanced offerings will be integrated to contribute to the growth of your programs and make a difference



### DEVELOP

and disseminate materials designed to serve as a resource for international studies



### DISCUSS

the importance of outreach and how that grow your programs



# Questions and Support

## ? Common Questions

### Who is eligible to apply?

Institutions of higher education (IHEs); consortia of institutions of higher education; partnerships between nonprofit educational organizations and institutions of higher education; and public and private nonprofit agencies and organizations, including professional and scholarly associations.

### Can we view samples of previously funded successful applications?

Yes! Please go to the Awards section on the UISFL web site at: <http://www2.ed.gov/programs/iegpsugisf/awards.html> and click on "Successful grant applications."

### Is there a matching requirement?

Yes. Applicants are required to make a non-federal contribution to the costs associated with carrying out the project. Applicants can meet the one-to-one match with in-kind or cash contributions. For example, if you request \$90,000 in year one, you must match it in equal dollars in year one.

Under the 'Special Rule,' however, an applicant that is eligible to receive assistance under part A or B of Title III or under Title V of the Higher Education Act of 1965, may request a reduction or a waiver of the match.



For full list of FAQs and resources, please visit our program website: <https://www2.ed.gov/programs/iegpsugisf/faq.html>



## Get in Touch!

### Point of Contact:

Tanyelle Richardson, Program Lead  
[tanyelle.richardson@ed.gov](mailto:tanyelle.richardson@ed.gov)  
(202) 453-6391