



Gloria R. Nathanson Fund for Research in International Education

SAMPLE PROJECT PROPOSAL

for a Comprehensive Project on Updates in Education in XXX

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Abstract: Introduction to the Project

[A short description that includes a statement of the inspiration and rationale for the project, the focus and goals, participant(s), and the reason for submitting the proposal to AACRAO for this research grant.]

Example: A few years ago our institution, the University of XXX, offered undergraduate admission to two applicants from XXX, a country from which we had never had a student before. Their success has created great interest in our institution, and we now have several undergraduate applicants from XXX each year, some as freshmen and some as transfers. In reviewing their academic documents, we in the undergraduate admissions office have identified a lack of current information on education in this country in our standard trusted resources. With the support of our Dean of Student Services, we propose to work together as a group to create an electronic country profile that will provide the comprehensive and updated information we need for the undergraduate admission and transfer process. We feel that this profile will be useful to our AACRAO colleagues as well as our own staff and will also help support the recruitment and admission of students from XXX.

Scope, Approaches, Methodology

[A description of the content of the project, including an outline of the components, a description of each component, and approaches and methods to be used.]

Example: *The research project on education in XXX will include the following components:*

- *Create outline of information needed for a full country profile.*
- *Identify the gaps in information needed by doing desktop research in English and other languages: inventory of existing materials, compilation and processing of existing published material, gathering and processing of unpublished material, and summaries of informational interviews with applicants and students from XXX. Translate materials that are not in English. A professional translator will be needed for the final writing process.*
- *Poll colleagues through AACRAO International Activities listserv and other electronic media to gather information they might have about education in XXX.*
- *Arrange for informational interviews with Ministry of Education and other education officials in-country by virtual meetings, if possible. If not, conduct interviews in-country.*
- *Arrange for virtual tours of schools and postsecondary institutions, if possible. If not, conduct interviews in-country.*
- *If not possible to make contact virtually, make plans for one team member to visit the country in person, to obtain information and compare “virtual perspectives” gained from desktop research and informational interviews against the reality on the ground.*
- *Flesh out the country profile outline with the information received and write text.*
- *Editorial review of the text by Colleague X at X College, who has participated in past AACRAO research projects and agreed to serve as research and writing mentor and editor.*
- *Interface with IT staff to decide on best format for publishing the country profile in electronic format, considering ease of access and adding updates when needed.*

Working Outline / Publication Table of Contents

Example: *Introduction, Preface, Acknowledgements*
Country Background
Country educational system ladder/flowchart
Philosophy, Administration and Funding of Education
Preschool Education
Compulsory Education (Elementary and Lower Secondary)
Upper Secondary Education
Vocational Training
Higher Education (University and non-university institutions)
Appendices:
list of credentials awarded in indigenous language with English translations, sample documents, glossary of terminology, institution lists, evaluation resources

Team Members and their Responsibilities and Backgrounds

Example: Admissions Colleague 1 will be the Project Manager. She will lead the process of creating a country profile outline, manage the compilation of material and oversee the writing and editing of the country profile. She will also interface with IT to develop a suitable electronic format for the finished product. [Attach resume]

Admissions Colleague 2 will research existing material available in English, including polling colleagues for information they have or are aware of, and compile the existing material. [Attach resume]

Admissions Colleague 3 has started learning the XXX language and, with the help of students from XXX, will research information available in that language, as well as lead the informational interviews with students and education officials. He will also make the trip if needed, interface with colleagues in-country and make the travel arrangements. [Attach resume]

Colleague X at X College has participated in past AACRAO research projects and will serve as research mentor and editor. [Attach resume]

Proposed Timeline

Example: The Dean of Student Services is willing to allow the team to use a combined total of 5 hours per week of our work time, for two years, to work on this project.

Two-year timeline based on the cycle in our admissions office:

January through May 2018: Compile existing information

June through August 2018: Identify gaps in information, plan information interviews

September through December 2018: Conduct information interviews, plan for in-country visit, if necessary

January through May 2019: Make country visit, process new information

June through August 2019: Write and edit text

September through December 2019: Interface with IT to publish profile

January 2020: Profile available online

Spring 2020: Present new information at AACRAO Annual Meeting

Estimated Budget

Example: Professional translator for written materials (and in-country work) - \$400

Travel: If it is not possible to get all information via virtual meetings and a trip to XXX is necessary, Colleague 3 would make the trip. We would arrange lodging with relatives of our students or other hosts arranged by the Ministry of Education. Our main expense would be travel for Colleague 3 and translation.

Roundtrip airfare from ZZZ to XXX	\$500
Ground transportation in ZZZ and XXX	\$100
Meals not provided by hosts	\$100
Incidentals for 4 days	\$40

The Ministry of Education of XXX also suggests an honorarium for the on-site translator/interpreter. We have included that in the translator fee shown above.

TOTAL projected expenses with travel: \$1140 without travel: \$400