



CULTURAL SERVICES
FRENCH EMBASSY
IN THE UNITED STATES



Transatlantic Mobility Program

Application Guidelines

Carefully read the **Call for Proposals** before submitting your application and make sure you have understood the terms and requirements of the grant competition. Then follow the below **step-by-step instructions** to submit a complete proposal.

Please use the application form to submit your proposal for the Transatlantic Mobility Program grant: <https://form.jotform.com/210746706897064>

Notice:

- Each institution can only present one proposal.
- If you have been granted funds through the Transatlantic Mobility Program before, you are not eligible to apply again.
- Please select a project leader who will receive and manage the funds: either the French or the U.S. institution.
- Submit your completed application by the deadline. You will not be able to change your answers after final submission.
- Please note that you can save a draft of the form and continue to fill it out later: click on the save button and enter your email address or copy-paste the link.

If you're having any issues submitting your proposal, please send an email to anna.malan@frenchculture.org

Fill in the Application Form

Application form : <https://form.jotform.com/210746706897064>

1. General Information

Select a project leader that will receive and manage the funds: either the French or American Partner.

You will be asked to provide information on the French and U.S. institution, such as: name of the institution, address, name of program coordinators, contact details, etc.

We will correspond with you via email, so please make sure you give us a valid email address that you check on a regular basis.

Indicate if this is a new partnership or not and detail the background of the partnership: when did you become partners, what are the terms of your partnership, any previous collaborations, etc.

If relevant, you will have the possibility of adding up to 3 other partners of the program.

2. Proposal

Program Details:

Give a title to your program, as well as a brief description (*max 150 words*): both may be used for external communication by the French Embassy in the U.S. and the Transatlantic Mobility Program partners.

Indicate the public that will be impacted by this project (undergraduate students, graduate students, faculty, etc.).

You should also indicate an estimation of the number of students that will participate in the student activities during the grant period (virtual exchange, traveling, etc.).

Indicate what are the proposed type(s) of mobilities (short term, long term, etc.). Please specify if the proposed program qualifies as STEM.

Participating students should receive some form of academic credit: indicate how many credits they will receive at the end of the program.

Program Timeline:

Present the timeline of the proposed program: the start and end date should reflect the period of student activities. If you don't know the dates of the program, please give an estimate that will reflect the length of the program.

Program Description:

(Max 500 words)

Please describe in detail the proposed study-abroad program and how your institutions will work together to implement this program and achieve its objectives. This should include the following key elements:

- The program's goals and objectives.
- The activities that will take place during the program and the anticipated results
- How the program will increase the flow of inbound and/or outbound students between the partner institutions.
- How the program will help to achieve diversity and inclusion in study abroad.

In the next box, describe how you will recruit for the program and communicate (student ambassadors, website, social media, webinars, etc.).

3. Sustainability Plan

(Max 500 words)

Funding is a one-time allocation, but the program is not viewed as a one-year project. With this incentive grant, the French Embassy aims at long-term changes, such as promoting the integration of study-abroad programs into the main missions of the institutions (teaching, learning, research). Institutions must provide a Sustainability Plan, answering the following questions, to assure program longevity:

- How do you intend to assure the program longevity after the grant period? How will your two partner institutions continue to collaborate?

- What are the expected long-term outcomes on your institutions' internationalization efforts? (i.e. increase international academic exchange and unlock new opportunities, create new study-abroad infrastructure, increase support and awareness for study-abroad programs, etc.)
- Describe any current and/or future efforts to broaden and deepen your partnership through future activities and collaborations (i.e. study abroad curriculum integration).

Give an estimation of the number of students that will be impacted by the program by 2025 (year 2 and 3).

Please indicate if you are considering creating a joint curriculum and teaching program with your partner, in the coming 5 years.

4. Budget

Explain how you will leverage funding to comply with the matching requirement (at least 1:1 match). Please note that there is no maximum percentage required.

Please detail your budget in the budget chart, including:

- Personnel
- Student scholarships
- Travel (including faculty and administrative travel)
- Communication, marketing materials, translation, etc.
- Equipment, software, facilities, etc.
- Other
- Total direct costs
- Total indirect costs

Provide more details in the textbox 'budget narrative'. The budget narrative should explain the expenses in each budget category, and which budget items will be covered by the grant, and which ones will be covered by matching funds (e.g., cost-share). The descriptions in the narrative should match the items in the budget chart.

Personnel: detail salary, fringe, any consultant or subcontractor costs.

Indirect costs: it represents the expenses of doing business that are not directly tied to a particular project function or activity. Indirect costs can only be applied to cost-sharing.

Overhead costs cannot be included in the funding.

5. List of Documents

In addition to the online application form, applicant must provide the following documents:

- A letter of support from the U.S. institution's leadership.
- A letter of support from the French institution's leadership.
- A CV or brief bio for each project coordinator.
- Optional: we will accept additional attachments that may help to further elaborate on your proposed programs, such as detailed timeline, itinerary, marketing materials, etc.

All requested documents should be combined as a single PDF document, arranged in that order and uploaded on the online form.

Click **submit** and make sure you receive a confirmation email that your application has been submitted.

If Selected

Institutions that will receive a grant will be expected to publicize the support of the partners and sponsors and its higher education programs.

You will be asked to submit a report at the end of the grant cycle, to the Embassy of France (around Fall 2022).

Selected grantees will also be required to submit a follow-up report one year after the end of the grant cycle, highlighting continued progress and collaboration. This report will describe the grant accomplishments and the impact on the participating students; the challenges and lessons learned; the plans for future exchanges and collaboration between

your two institutions; communication materials such as flyers, photos, student testimonials.

Please invite your selected students to register on the [France Alumni USA](#) platform.