

REQUEST FOR APPLICATIONS  
**2024-2025 STAFF GLOBAL EXCHANGE PROGRAM**

**PURPOSE**

The Staff Global Exchange Program provides professional development opportunities to enhance global competencies and institutional capacities in alignment with the [priorities](#) of the university's [Vision 2030 Global Strategy](#). The program is achieved through staff exchanges between the University of Illinois Urbana-Champaign and a partner institution abroad. The exchange model provides mutually beneficial opportunities to share best practices and expertise, and in turn gain a more global perspective on various university services. This grant is funded by the Office of the Provost and administratively supported by Illinois International.

**OBJECTIVES**

- Reflect on one's own state of development regarding global knowledge, attitudes, and skills, and identify paths to greater global engagement.
- Experience varying approaches to higher education through job shadowing.
- Enhance the global competencies of University of Illinois Urbana-Champaign staff.
- Support the capacity building and staff development of partner institutions.
- Integrate a global dimension into the missions of administrative and academic units by leveraging international expertise.

**CURRENT PARTNER LOCATIONS**

- Japan
- México
- South Africa
- Taiwan

**ELIGIBILITY**

Academic and exempt civil service staff from any administrative and academic units at the University of Illinois Urbana-Champaign, who have limited international experiences and would benefit from exposure to different national contexts in terms of culture, rules, and regulations. Faculty are currently ineligible for this opportunity.

## LENGTH OF THE EXCHANGE PERIOD

The exchange can be from **one** week to **two** weeks given that the time is acceptable to the sending and host institution and that does not exceed the maximum time for a visitors permit between the two countries.

## AWARDS & REIMBURSABLE EXPENSES

- Multiple awards will be issued to support University of Illinois Urbana-Champaign staff. Award amounts vary based on partner location.
- Reimbursable expenses for University of Illinois Urbana-Champaign staff include visa, economy airfare, per diem, lodging, and cultural experiences.
- Funding from the grant is available to support reciprocal exchange with partner staff.

## AWARD CONDITIONS

- Participate in a pre and post intercultural assessment.
- Attend an intercultural development workshop.
- Participate in virtual communications with partner staff prior to departure.
- Identify a project or initiative where the awardee may leverage their newly gained competencies to benefit their respective unit.
- If applicable, host partner staff for short-term job shadowing.
- All university [international travel policies](#) apply, including the International Insurance enrollment requirement and export control regulations, and must be verified prior to program departure.

## APPLICATION DOCUMENTS FOR UIUC STAFF

- **Application Essay.** Address the following:
  - What is your current state of development regarding global knowledge, attitudes, and skills (up to 250 words)
  - Describe the specific initiative or project that you will undertake in your unit to integrate a global dimension (up to 250 words).
  - Describe how you plan to minimize impact on the operation of your unit while abroad (up to 250 words).
- **Letter of Program Approval/Support.** Sent from direct supervisor stating the benefit to the unit, approving the identified unit initiative or project, as well as confirming that the recipient will not be asked to use employee benefits (e.g., vacation) to participate in the program.



## POST-PROGRAM REQUIREMENTS

- **Program Reflection.** A report (up to two pages) is due to the Global Relations office 30 days after return from the program. The report should include:
  - How the experience helped the staff member enhance their global knowledge, attitudes, and skills.
  - Action plan to integrate the initiative or project into the operations of the unit level.
- **Outcomes Reflection.** A progress report (up to three pages) is due to the Global Relations office six months after return from the program.
- **Share Experience.** While the exact format may vary, the recipient is expected to share their perspective and experience to help inform future grantees and promote the university's [Vision 2030 Global Strategy](#).

## DEADLINES

Individuals interested in developing their professional skills through an exchange at one of the University of Illinois Urbana-Champaign's partner universities, and have the support from their unit, should submit an application [using the online Webtools form](#).

Applications are due by December 15, 2023.

Acceptance notifications will be sent by February 1, 2024.

## QUESTIONS

For additional information or questions, please e-mail [international@illinois.edu](mailto:international@illinois.edu).

