**Professors Across Borders InfoReady Application Guide**

**Introduction**

The Professors Across Borders (PAB) program supports CSUSB faculty and librarians in pursuing international academic activities. This guide walks you through the steps to complete the InfoReady application.

**How to Use This Guide**

This guide is designed to help you efficiently complete the Professors Across Borders (PAB) InfoReady application. It includes every section and question from the application form and provides helpful tips for crafting strong, competitive responses. We recommend using this guide to draft and refine your answers ahead of time. Then, simply copy and paste them into the online form when you're ready to submit.

**Section 1: Applicant Information**

This section collects your basic contact and professional information, along with key details about your proposed trip. Make sure all entries are accurate and up to date, as they will be used to contact you and assess eligibility.

* **Proposal Title**
* **First Name**
* **Last Name**
* **Email Address**
* **Phone Number**
* **College**
* **Department**
* **Faculty Rank (or "N/A")**
* **Proposed Travel Start Date**
* **Proposed Travel End Date**
* **Country or countries to be visited**
* **Have you received PAB funding in the last 5 years? (Yes/No)**

**Section 2: Anticipated Activities**

In this section of the application, you’ll be asked whether you plan to engage in any of the following activities as part of your international academic trip. For each activity you respond “Yes” to, you’ll be prompted to provide a brief explanation of how it connects to your project.

**Do you plan to:**

* **Conduct research** (solo or collaborative) that may lead to a publication or creative work?
* **Write a grant proposal** based on contacts made during your trip?
* **Prepare materials for a future conference or workshop presentation** informed by the trip?
* **Develop or implement a short-term course or internship** for CSUSB students?
* **Improve your foreign language skills** as part of a professional development project?
* **Internationalize an existing or new course** (e.g., through global content, readings, or case studies)?
* **Enhance a course proposal** by adding international content or resources (without needing CSUSB curriculum committee approval)?
* **Offer a special topics course** using international content and resources (no curriculum committee approval required)?
* **Modify a course proposal** (e.g., change title, description, credits/content) that doesn’t require curriculum committee approval?
* **Create and/or implement a Collaborative Online International Learning (COIL)** component in partnership with an international institution?
* **Propose a brand-new course** (subject to CSUSB curriculum committee approval)?
* **Collaborate with another CSUSB employee on the project?**

**Section 3: Proposal Narrative**

This section is the core of your application and should clearly explain the purpose, scope, and expected outcomes of your international project. Reviewers will use your responses here to assess the significance, feasibility, and alignment of your proposal with CSUSB’s internationalization goals. Be specific, organized, and concise. Strong narratives provide a compelling case for funding by showing how the project is meaningful, well-planned, and achievable.

* **Proposal Title**
* **Proposal Abstract**
* **Comments to Administrators** (Optional)
* **Proposal Narrative –** Should include the following:
	1. Statement of the project’s objectives;
	2. b) Significance of the project to the International Professional Development of the submitter (in relation to the project objectives);
	3. Detailed description of research methodology/project implementation;
	4. Description of proposed activities to support all objectives
	5. Proposed timeline;
	6. Proposed contacts in target country (with letters of invitation, if available);
	7. List of previous CSUSB Professors Across Borders Travel Grants received
	8. Budget (detailed, reasonable, with all sources of funding indicated). Use the Budget Summary section to itemize your proposed expenses.
		+ Requested amount cannot exceed **$3,125** or the proposal will be automatically disqualified.

**Section 4: Budget Summary**

In this section, you are asked to outline projected expenses for your proposed trip. This can be estimated expenses. Use the [U.S. Department of State – Foreign Per Diem Rates by Location](https://allowances.state.gov/web920/per_diem.asp) to get the current per diem rates for your proposed destination. All amounts should be in US Dollars.

* **Airfare**
* **Transportation to/from airport**
* **Local transportation**
* **Lodging**
* **Per diem (meals/etc.)**
* **Parking**
* **Incidentals**
* **Additional expenses (with descriptions)**
* **Total Budget**
* **Requested amount from PAB**
* **Other sources of funding:**
* Name of funding source: (e.g., Department Travel Funds, External Grant, Personal Contribution)
* Status of funding: (e.g., Approved, Pending, Planned)
* Amounts ($): (Rounded to the nearest dollar)
* Purpose (what this other funding will cover): (e.g., airfare, lodging, meals, etc.

**Section 5: Applicant Acknowledgement**

By applying to the Professors Across Borders (PAB) program, you acknowledge the following post-award responsibilities if selected for funding:

* You must submit a **PAB Travel Report** within **30 days** of completing your trip, summarizing your experience and its contribution to your scholarship and CSUSB’s internationalization goals.
* You must submit a **Concur Expense Report** within **30 days** of return to ensure proper reimbursement.
* You may be asked to participate in a **poster session, workshop, or public presentation** during the academic year to share the outcomes of your travel with the campus community.
* Failure to complete any of these responsibilities will result in **ineligibility** for future PAB funding opportunities.

If you have any questions about these expectations, please contact pab@csusb.edu **before** submitting your application.

**Section 6: Evaluation Criteria and Proposal Tips**

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| **Criteria** | **Tips for a Strong Proposal** |
| **Significance (15 pts)** | Explain how your project supports both your professional growth and CSUSB’s global mission. |
| **Methodology (10 pts)** | Provide a clear plan for what you will do and how you will do it. |
| **Timeline & Activities (7 pts)** | Include specific milestones and realistic steps to reach your goals. |
| **Feasibility (7 pts)** | Show that your plan is practical and achievable within the given timeframe and resources. |
| **Budget (6 pts)** | Use Accurate, reasonable estimates and explain how each item supports your project. |
| **Overall Clarity (5 pts)** | Keep your writing clear, concise, and free of jargon. Be thorough but to the point. |

**Questions?** Contact pab@csusb.edu