

## FREQUENTLY ASKED QUESTIONS

### CAMPUS ALBERTA GRANT FOR INTERNATIONAL LEARNING (CAGFIL)

#### NOVEMBER 2015 ROUND OF FUNDING

**Q:** What is the internal institutional deadline for CAGFIL applications?

**A:** Each Campus Alberta post-secondary institution (PSI) must set its own internal deadline. All applications and ranking sheets must be submitted by the Designated Institutional Representative (DIR) to the International Education and Intergovernmental Relations branch of Alberta Innovation and Advanced Education (the ministry) by 4:30 pm Monday, November 2, 2015. Late and incomplete applications may **not** be considered.

**Q:** How long will it take to process the funding applications?

**A:** The ministry has set a goal of sending out funding decisions within three weeks of the application deadline. Please be sure to use the November 2015 application form, ensure application packages are complete, properly formatted and organized.

**Q:** How much funding is available from the CAGFIL grant?

**A:** A total of \$375,000 is available to Campus Alberta PSI on a competitive basis in the November 2015 round of funding. Quality of application, learning outcomes and institutional ranking all play a role in deciding whether an education abroad initiative receives funding. Currently, the Ministry is considering an increase to both the number and amount of awards annually available to students.

**Q:** What travel periods are covered by the November 2014 funding round?

**A:** The November 2015 round of funding is open to education abroad initiatives taking place between November 2015 and October 2016.

**Q:** Does the travel initiative have to be part of a for-credit course?

**A:** Yes. To be eligible for funding, the travel initiative must provide the students with academic credit, either in and of itself, or as a component of a registered course.

**Q:** Can students access the funding even though the travel initiative may not be a requirement of their degree/diploma program?

**A:** Yes. Students enrolled in a degree/diploma program can access CAGFIL funding even if the travel initiative serves as an elective credit.



**Q:** Are part-time students eligible for CAGFIL funding?

**A:** Yes. Students enrolled part-time in a degree/diploma program are eligible to receive funding.

**Q:** Are auditing or non-credit students eligible for funding?

**A:** Yes. Auditing or non-credit students are eligible to receive funding, provided they meet all the eligibility criteria outlined in the CAGFIL Program Overview. Auditing students must receive recognition for their participation in the program on their transcript.

**Q:** Can the funds be used for out-of-province or international students?

**A:** No, funding eligibility is limited to students that are residents of Alberta. Please consult the eligibility criteria on the CAGFIL Program Overview.

**Q:** Can multiple institutions submit applications for joint education abroad initiatives?

**A:** Yes. The ministry encourages Campus Alberta collaboration on education abroad initiatives. Such practice supports program viability, increases student choice and avoids duplication. Please be sure to clearly identify joint or collaborative applications.

**Q:** Does program destination influence the level of funding?

**A:** No. All eligible students within approved programs are funded at a rate of \$750 each, regardless of destination.

**Q:** Does the country of destination affect a program's chances of being funded?

**A:** Yes and No. Yes, because each year 100 student awards are reserved for programs travelling to one of the Ministry's identified priority countries. Please consult the "Destinations" section in the CAGFIL Program Overview 2014.

No, because 400 students awards are available for travel to any country, although the Ministry encourages opening new opportunities in areas where few contacts exist. As well, your institution may prioritize a program's ranking depending on its own internationalization strategy. Please contact your DIR for institutional guidelines.

**Q:** Can funding be transferred between *approved* initiatives?

**A:** Yes. Because it is difficult to precisely predict numbers of eligible students, funds can be transferred between *approved* programs at the DIR's discretion. This flexibility allows for an institution to maintain funding should eligible enrollment be over- or undersubscribed in *approved* initiatives.

**Q:** Can funding be transferred to initiatives which have applied for funding, but have not been approved?

**A:** In addition to a list of programs *approved* for funding, the ministry will include a list of programs *eligible* for funding. Should any funds remain unused from *approved* programs, an institution may transfer the remaining funding to programs on the *eligible* list. However, the DIR must contact the International Education and Intergovernmental Relations branch, IAE for approval *before* this takes place.

**Q:** Can funds be shared with other, non-approved or non-eligible initiatives?

**A:** No. Funds can only be used towards initiatives which applied and have been approved or deemed eligible by the ministry.

**Q:** Who advertises the CAGFIL grant?

**A:** It is up to every institution's DIR to ensure all faculties are aware of the opportunity for funding via the CAGFIL grant.

**Q:** If a program has or has not received funding in a past round, can it still apply?

**A:** Yes. However, in order to stimulate new, innovative and broader-ranging education abroad initiatives, priority will be given to programs that have received CAGFIL funding less than three times.

**Q:** Can eligible students receive CAGFIL funding more than once?

**A:** Yes. Students can receive repeat CAGFIL support if they participate in different education abroad initiatives. Students cannot receive the funds for repeat participation in the same program.

**Q:** What are the implications of this grant for students applying for financial assistance from the Government of Alberta's Student Finance Board?

**A:** A student submitting an application for funding to the *Student Finance Board* should refer to this funding as a scholarship. Students receiving CAGFIL funding do not need to report the grant on their *Application for Financial Assistance for Full-Time Post-Secondary Studies*.

**Q:** The CAGFIL description indicates it supports programs that are innovative or unique. Must programs constantly change to receive funding?

**A:** The CAGFIL grant is designed to encourage original and effective approaches to international education mobility. The ministry encourages initiatives to become more self-sufficient and expand their pool of funding sources, as the grant is designed to increase the choice



of available study abroad initiatives. CAGFIL will not perpetually support the same education abroad initiatives.

**Q: Does the ministry strictly adhere to institutional ranking of programs when deciding on which programs to fund?**

**A:** The ministry follows the institutional ranking as closely as possible. However, a poor quality application or a program that does not meet guidelines will not be approved, even if it is high on an institution's ranking sheet. Applicants should give thorough consideration when answering questions.

**Q: Why must you provide student enrollment numbers from previous years?**

**A:** Enrollment figures from previous years provide one measure for determining projected enrollment for a proposed program. Please provide explanations if this year's estimates differ significantly from those of previous years. DIRs are responsible for confirming enrollment projections of eligible students.

**Q: Do upward exaggerations of estimates on student enrollment improve an initiative's chances for funding?**

**A:** No. In fact, exaggerated estimates are detrimental to funding a wider array of eligible applications from your institution successfully, potentially impacting on their enrollments. DIRs are strongly encouraged to confirm the accuracy of estimates of eligible students.

**Q: The DIR is having trouble collecting a report from a funded program. What are the implications of not submitting a report by the required deadline?**

**A:** All CAGFIL funded initiatives must submit complete reporting documentation by the stated deadline. Failure to submit a report for any funded program will immediately suspend the institution's eligibility in future rounds of CAGFIL funding.

**Q: The international initiative has been cancelled due to low enrollment or other reasons. Does it still need to report? Can the funds be used for another initiative?**

**A:** A *very* brief report must still be submitted noting the reasons for cancellation and future plans. Any unused funds can be used for another *approved* initiative. The DIR must contact IAE if the funds are to be transferred to an *eligible* program.

**Q: An approved education abroad initiative has been suddenly cancelled due to unforeseen issues (civil unrest, safety, epidemic, etc.). What should be done?**

**A:** Please contact the International Education and Intergovernmental Relations branch as soon as possible. Unforeseen circumstances can be discussed and special consideration may be made to carry funds for the same initiative into the next year.



**Q:** Is there a reporting template that should be used?

**A:** The DIR can provide a reporting template. Feedback about the initiative's experience need not be long, but its provision helps the ministry better facilitate international education and education abroad strategies and funding.

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For any additional questions, please have your institution's Designated Institutional Representative (DIR) contact:

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