**NTU COIL - UG Course Development Grant**

Issued: 24 August 2023 (Updated)

Eligibility: All NTU Faculty in NTU Colleges/Schools, inclusive of NIE and LKCMED

##### Introduction

* 1. Funded by the Office of the Provost through the Associate Provost (Undergraduate Education), the NTU Collaborative Online International Learning (NTU COIL) Grant presents faculty with a unique opportunity to develop and offer semester or special term hybrid/virtual UG course(s) with synchronous components. These courses may include a learning trip to an ASEAN-China-India (ACI) country.
	2. Grant applicants can choose to collaborate with NTU’s student exchange partner institutions to have their students taking the course alongside NTU students. Also, they may consider to co-develop and co-teach the course (NTU COIL) together subject to their teaching collaboration discussion and agreement.
	3. NTU COIL activities should support the regular course objectives and NTU Education goals while also enabling students to examine topics from varied cultural and societal perspectives.
	4. Student collaboration may be synchronous or asynchronous, as long as the technology used to connect students, supports the goals for student learning.
	5. NTU’s regular Outcomes-based Teaching and Learning (OBTL) course design framework shall apply.
	6. The grant amount awarded to each course development and implementation will be up to SGD 10,000. **The period of support will be until 31 December 2025.**
	7. **Please note**: NTU COIL Grants will not be awarded to courses/projects that should normally be supported by Schools, such as the development of new courses, course reviews, existing courses already under the TEL initiative, and so on.
	8. While there is no quota for any Schools, it is intended that such grants for teaching innovations be supported by all in the pursuit of teaching excellence. Preference will be given to course development that have a clear intention to enhance the quality of virtual learning for students.

##### Types of Course Development and Delivery

* 1. Applicants may choose to refresh existing courses or design new courses during the semester or special term and invite students from partner institutions to participate (whether it is a 100% online synchronous course or a physical course that welcomes virtual participation).
	2. Faculty partners need to discuss and plan for: academic calendars (including national holidays, etc.), communicating across time zones, language of instruction/proficiency level, extra-curricular activities, access to various technological platforms and/or internet service, credits offered, and so on.
	3. The deliver mode of the proposed NTU courses as follows:

**Virtual (synchronous** & **asynchronous).** New or existing course(s) developed should have a good blend of synchronous and asynchronous activities with both NTU students and overseas students taking the course virtually.

**Hybrid Learning.** New or existing onsite courses during the semester to be improved to accommodate overseas students taking the course virtually alongside NTU students.

**(Optional) Inclusion of a Field Trip to ACI.** For course delivery mode a or b, faculty may add a 1 to 1.5 week (5 – 10 days) ACI exposure field-trip for students to better understand the course coupled with social-cultural immersion organized together with the ACI partner institution. Activities could involve student presentation of joint projects as part of the trip’s objective. The field trip should be scheduled within the same semester as the course and should not disrupt the students' regular lesson schedule. NTU COIL grant will cover course development, management & travel by the NTU instructor.

##### Benefit to NTU Teaching Faculty

3.1 **Learning Communities** – bring groups of students from diverse cultural background for discovery, generation of knowledge, which in turn nurtures functional relationships.

3.2 **Acknowledgement** - Faculty receives acknowledgement and monetary support to innovate and refresh teaching materials and develop new hybrid courses.

3.3 **Learning through Diversity** - Faculty will be able to engage and integrate the larger overseas student group for a rich array of experiences for cross-cultural learning purposes.

3.4 **Monetary Support** - Access to Course development and Travel funds to design and lead a short ACI programme as an extension from existing courses or new courses e.g. visit a related industry in another ACI country or see new infrastructures/capacity building in another ACI country.

3.5 **Collaborative teaching efforts** with international partners with similar teaching and learning goals.

3.6 **Teaching as Education Research** – explore and innovate experiential teaching methods thus, advancing learning experiences and outcomes of both students and faculty.

##### Applicant Eligibility

* 1. Application is open to all full-time faculty in all colleges offering undergraduate programmes, i.e. CoE, CoS, CoHASS, NBS, NIE and LKCMED.
	2. Proposed faculty PIs of the grant are expected to collaborate with NTU’s student exchange partner institutions to have their students taking the course alongside NTU students. Also, they may consider to co-develop and co-teach the course (NTU COIL) together subject to their teaching collaboration discussion and agreement.
	3. Grant funding will not be provided to the partner institution faculty member.

##### Application Process

* 1. The Faculty PI for the NTU COIL grant application is required to complete the Form in Annex A. In addition, the PI is encouraged to contact the COIL Grant Administrator (COILGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of their grant application.
	2. The Faculty is to discuss and seek academic advice from School's Associate Chair (Acad) prior to submitting an application. This is to ensure the application is aligned to the academic needs, goals and strategies of College/School and ascertain whether the School is prepared to support both the application and embedding its outcomes beyond the conclusion of the course delivery/project.
	3. The completed application form should be a maximum of ten (10) A4 pages (minimum 11 point font – Arial; minimum margins of 2 cm). All syllables, reading resources recommendation or any additional details etc. can be part of an appendix.
	4. All applications must be endorsed by the Associate Chair (Acad) of the School with whom the faculty is associated.
	5. Indicate the breakdown of the proposal budget and the detailed justification for each budget item in the Application Form. Detailed justifications must be provided for all resources required to successfully complete the project (e.g., explanation of why budget items are needed, how they will be used). Adherence to budgetary norms is expected in all areas. Otherwise, the proposal may be rejected.
	6. Completed application form can be submitted via email to COILGrant@ntu.edu.sg. Digital endorsements by the Associate Chair (Academic) of the School will be accepted.
	7. Following the administrative checks to ensure that the required information on the application form is complete, instructions on how to submit the pre-recorded video presentation will be provided. Applicants should have the video recording ready for submission when notified.

##### Review Process

* 1. Administrative checks are conducted to ensure that they comply with the objectives and scope of the COIL grant and that they conform with the application requirements (e.g., that all components of the application are completed) (e.g., nature of course design and delivery, types of engagement with overseas institution; justification for budget).
	2. Applicants may be asked to respond to clarifications issued by the COIL GM during the Administrative Checks period. They will then submit a revised proposal that incorporates the clarifications before the proposals are forwarded to the COIL Review Panel.
	3. The application (both the application form and the pre-recorded video presentation) will be sent to two or more independent reviewers after clearing the administrative checks.
	4. Applications will be reviewed by the COIL Review Panel. The Panel will comprise:
* Representative from each College (including Teaching Excellence Academy Fellows)
* Representative from LKC School of Medicine
* Representative from National Institute of Education, Singapore
* Director, CTLP or delegate
	1. When reviewing applications, the Panel will take into account the following criteria.
* The course proposal is aligned to the University’s educational mission.
* The course meets the guiding principles of NTU Course Design.
* The learning outcomes align with the intended audience and purpose of the course.
* The course has appropriate/reliable collaborator from institution known for their academic rigour.
* It is feasible for collaborating partner university students to participate in the course virtually.
* The course improves student learning in a multicultural setting.
* The ACI trip is well planned as part of the course requirements. (if applicable)
* The requested budget is appropriate.
	1. Shortlisted applicants will be notified by CTLP and may be asked to incorporate recommendations from the Panel into their proposal, with the support of CTLP (on course design matters) and OGEM (on ACI programme ideas and help identify potential partner institutions students to join the classes).

##### Obligations of NTU COIL Grant Awardees

* 1. The grant holder is required to implement the designed course(s) during one of the regular semesters or special terms within the academic years AY2023/24, AY2024/25, and AY2025/26. Please be aware that for AY2025/26, the implementation will be limited to Semester 1.

It should also be repeated in future AYs without additional funding.

* 1. All course implementations must be completed by 31 December 2025. Further extensions are not permitted.
	2. Course(s) must be hybrid or offered fully as a synchronous online course to allow for both NTU students onsite/online participation and/or overseas students participation.
	3. Approved Course proposal and syllabus. Wherever possible, project work can be designed to solve SDG (Sustainable Development Goals) issues using competences learnt through the course. Group set up should be based on cross-cultural mix.
	4. The course may include an optional ACI field-trip extension with curriculum and implementation plan.
	5. If the designed course is delayed, the grant holder must notify the COIL grant administrator at least one month in advance and provide reasons for the delay.
	6. All successful grant holders will be expected to **submit reports** as follows: All successful grant holders will be expected to commit to the following:
1. **Status Updates** on course development progress.
2. **A Final Report** on the course offering is required upon completion of the course delivery or at the end of the project completion date, whichever occurs earlier.
3. **Student Feedback** on i) Teaching and Course Feedback, and ii) Perspective of learning alongside overseas partner students**.** See point 7.8 for information on data source for student feedback.
4. International student **course sign-up or attendance or result list.**
5. **A Financial Expense Report** is to be provided with the Summary Report.
6. **An NTU COIL Showcase** which may include conference presentations, open educational resources, future grant call talks.
	1. Data source for “Teaching and Course Feedback Report” can be obtained from NTU’s end of the semester Student Feedback on Teaching (SFT) and End-of-Course Student Surveys. To gain insights into students' perspectives on learning with overseas partner students, grant holders are encouraged to prompt students to share their experiences of learning alongside students from partner universities in the SFT comments section. Additionally, grant holders can use supplementary data sources to enhance the understanding of student feedback on the course.

##### Support Available

* 1. Faculty applicants are also strongly encouraged to consult with Centre for Teaching, Learning & Pedagogy (CTLP) and School’s educational designers, as appropriate, to explore and inform their application. Please contact CTLP for advice on designing for blended learning or course design related matters at facultydevelopment@ntu.edu.sg.
	2. Office of Global Education and Mobility (OGEM) is also available to discuss with Faculty on the course or ACI programme ideas and help identify potential partner institutions students to join the classes. Please contact Ms Pauline Ho at OGEM and/or GEM-Partnership@ntu.edu.sg.
	3. The process for Outcomes-Based Teaching & Learning (OBTL) is as follow: Faculty -> School -> College (if required by current policy) -> Provost Office/OAS (if required by current policy). Please consult the School’s OBTL representative for details about this process.
	4. You may contact the NTU COIL Grant Administrator (COILGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of your grant application.

##### Important Dates

Please keep in mind that there are two application deadlines. The application review and processing will be based on the proposals we receive by the respective application deadline.

To ensure sufficient time for productive discussions with the grant administration team, we strongly encourage applicants to initiate communication well in advance of both application deadlines.

|  |  |  |
| --- | --- | --- |
| **Events** | **Option A** | **Option B** |
| Application Closing Date | 12 January 2024, 05:00pm | 16 August 2024, 05:00pm |
| Submission of pre-recorded video presentation*Note: Instructions for submission will be provided via email.* | By 19 January 2024 | By 23 August 2024 |
| Feedback & Revision (shortlisted applications)  | Applicants will receive written feedback from the reviewers by mid-February 2024.Applicants will be given two weeks to respond to the feedback. | Applicants will receive written feedback from the reviewers by mid-September 2024.Applicants will be given two weeks to respond to the feedback. |
| Result Announcement | By April 2024 | By October 2024 |
| Course Development Commences | From the date of award | From the date of award |
| Course Completion | By 31 December 2025 | By 31 December 2025 |

Please note that the grant administrator reserves the right to modify or adjust the dates mentioned above if necessary. Any changes will be communicated promptly to all applicants, ensuring transparency and providing ample time for necessary adjustments.

##### Useful Resources

1. Online resource on how to design a course using the Constructive Alignment framework: <https://www.ntu.edu.sg/education/teaching-learning/teaching-and-learning-resources>
2. Outcomes-Based Teaching & Learning: “A Guide to Course Design – 1hr”: access via NTU Workday Portal & search for “OBTL” under Learning.
3. Sign up for Online Course on “How to Deliver and Design Effective Online Lessons” (3 to 4-hr): email facultydevelopment@ntu.edu.sg.
4. NTU Existing Partner List: Click [here](https://ts.ntu.edu.sg/sites/intranet/dept/sasd/ogem/gemacademics/Documents/07122021_NTU%20Existing%20SE%20Partner%20List.pdf) to view the existing partner list.
5. NTU COIL Grant FAQs and Resources: Click [here](https://entuedu.sharepoint.com/%3Af%3A/t/CTLPGrantnetworkspace-COILGrantResources/Et8YejJKkgNJvVzkT9RSDmoBi1VXSaTectZ7laV8nrl81A?sfvrsn=ef1347d_3).
6. Pre-recorded video for past grant briefing, please click [here](https://entuedu-my.sharepoint.com/%3Av%3A/g/personal/tharshini_staff_main_ntu_edu_sg/EcovitI8LgRNhDi0W_58AUIBKVukEfxp7wBZYMkRVfJHcQ).

**Annex A: Application Form for NTU COIL Grants**

**Application Form for NTU COIL Grants**

**Part (I): ACADEMIC SUBMISSION DECLARATION FORM**

To be completed by College/School. *(To remove all words in blue when you submit your application).*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contact Information** | **Date** | **Signature** |
| Prepared by: (Faculty Information) | NameDesignationCollege/SchoolEmail  |  |  |
| Support of Application by School Associate Chair (Acad):  | NameDesignationCollege/SchoolEmail |  |  |

**Please choose the appropriate course development and delivery mode. Indicate which semester(s) and/or term(s) the proposed course will be offered.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Type of Course Development Proposal** | **Semester***Cross (*[ ] *) where applicable* | **Special Term***Cross (*[ ] *) where applicable* | **Remarks, if any** |
| **A** | Introduction of New Course | [ ]  | [ ]  |  |
| **B** | Change in Existing Course | [ ]  | [ ]  |  |
|  | **\*Modes of Course Delivery** |  |  |  |
| **a)** | Virtual (synchronous and asynchronous) | [ ]  | [ ]  |  |
| **b)** | Hybrid Learning | [ ]  | [ ]  |  |
| **c)** | (Optional) Inclusion of ACI Field-Trip to Existing Course | [ ]  | [ ]  | Indicate i) duration, and ii) schedule of trip (i.e. Recess week) |
|  | **Please indicate the type of overseas collaboration** |  |  |  |
| **i)**  | (Compulsory) Include overseas students to participate | [ ]  | [ ]  |  |
| **ii)** | Collaboration with NTU Partner Institution to co-teach the course | [ ]  | [ ]  |  |
| **iii)** | Collaboration with NTU Partner Institution to co-design the course | [ ]  | [ ]  |  |
| **iv** | Others (please specify): | [ ]  | [ ]  |  |

\* For more information on each mode of course delivery, see the NTU COIL Grant Guidelines (pg 1, #2.3).

Note: To cross where applicable (not limited to one).

**Part (II): Proposal Information**

 **Course/ Programme Model**

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| --- | --- | --- | --- | --- | --- |
| **Fulfilment of Course Type**  | **Proposed Course/ Programme** | **Pre-requisite** | **Proposed Date of Offer** | **Total Proposed No. of Hours\*** | **Proposed AU to be awarded** |
| **Lecture/Seminar/ Tutorial** | **Cultural/Social Programme** | **Total** |
| e.g. BDE | GEM Discoverer Prelude – INCiTE Summer School (Suzhou, China) | NIL | AY2022-23 Special Term T | 39 | 10(During Recess Week) | 49 | 3 |
| e.g. NA | Field Trip to Indonesia – Volcanic Movement Study.  | Study in ASE | AY2022-23 Special Term T |  |  |  | To be offered together with Couse XXXX.  |
| e.g. MPE | ACI Course work | Study in ASE | AY2023-4 Semester 2 |  |  |  |  |
| *\*Standard Time Calculation for award of AU. Exclude Cultural/Social component.* |
| **Justifications:** Provide reasons for wanting to offer/design the type of course/field trip(s) you mentioned above.   |
| **Expected Number of NTU students and International Students**Faculty to indicate what is the expected class size, i.e. how many NTU students and overseas students, and whether the class can be scaled up to more students.**Expected Class Size: \_\_\_\_\_\_\_\_\_\_students****Expected number of NTU students: \_\_\_\_\_\_\_\_\_\_\_\_ students****Expected number of overseas students: \_\_\_\_\_\_\_\_\_\_ students****Can the class be scaled up:** [ ]  **Yes** [ ]  **No**  |

**Section 1: Course/Field Trip(s) Content**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic Year**  |  | **Semester** |  |
| **Programme / Course Coordinator** |  |
| **Programme/ Course Title** |  |
| **Pre-requisites** |  |
| **No. of AUs** |  |
| **Total Class Hours (breakdown by type)** |  |
| **Proposal Date** |  |

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| --- |
| **Partner University Information** |
| *Please indicate the University and the name and CV (in appendix) of the faculty that you are collaborating with to deliver this course (if applicable).*  |
| **Roles and Responsibilities of Collaborators** |
| *Please provide an outline of the roles and responsibilities of the faculty members involved. If the faculty member from the partner institution is participating in the assessment process, please provide clarification on the collaboration and coordination between the faculties to ensure a fair and consistent assessment.* |
| **Copyright Ownership** |
| *Please address the understanding of copyright ownership of materials created by NTU and the partner faculty.* |
| **Course(s)/Field trip(s) Aims:**  |
| *Please describe the primary aims of the course and field trip (if applicable). What specific aspects of teaching and learning do you seek to instil in your students, and how will this course(s) and/or field trip(s) achieve these aims?*  |
| **Intended Learning Outcomes (ILO):** |
| *What are the intended learning outcomes (ILO) of the study in terms of student learning?* *This can be used to relate to the assessment criteria.* *e.g. By the end of this course, you (as a student) would be able to:**ILO1 - Work effectively in a multidisciplinary and multicultural team.* *ILO2- XXXX**IL03- XXXX* |
| **Course(s) Syllabus/Topics covered:**  |
| *Please provide the course syllabus in detail. Do state the number of hours allocated to each topic. This information should assist prospective students in understanding the course structure and content, enabling them to make a well-informed choice about whether to enroll.* |
| **Cultural / Social / Field-trip programmes (XX days, XX hrs, Week XX of AYXX/XX Sem XX)**  |
| *Please provide the details of the overseas programme(s).* 1. *Outline the main activities or events planned for the programme and explain how it contributes to the overall aims of the course.*
2. *Describe the benefits students can expect and how the programme contributes to broader goals such as promoting cultural understanding, social cohesion, or global perspectives.*
3. *Please assess and provide your perspective on the potential safety risks associated with the overseas trip for students. Consider factors such as the destination's safety situation, local conditions, transportation arrangements, accommodation, and any other relevant aspects.*
 |
| **Assessments (include both continuous and summative assessment)**  |
| *Clearly communicate how the assessment will be conducted, including the specific methods, procedures, and timeline. Mention any technology platforms or tools that will be used for assessment purposes. Provide details about any specific measures to ensure a fair and consistent assessment process.* **e.g.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Components | Related Programme Learning Outcome (LO) | Related Programme LO or Graduate Attributes | Weightage | Team/Individual | Assessment Rubrics (Optional for the NTU COIL Application) |
| e.g. Final Reflection | IL01 | Cultural Intelligence | 40% | Individual  | Cultural Intelligence |
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| **Formative Feedback** |
| *Indicate the type of feedback that will be provided to students.*  |
| **Learning and Teaching approach** |
| *Please indicate the primary teaching approach employed and explain how the activities are relevant, engaging, and supportive of learners in achieving the desired outcomes.* **e.g.**

|  |  |
| --- | --- |
| **Approach** | **How does this approach support students in achieving the learning outcomes?** |
| Experiential learning | This course follows an experiential learning approach where students immediately apply what they learn in class by working to create a solution to a global challenge in a multicultural team…….  |
|  |  |
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| **Reading and References (Optional)** |
| *\*To indicate required readings (if any at this stage)* |
| **Course Policies and Student Responsibilities (Optional)** |
| *List the course policies and students’ responsibilities while attending this course(s) or field trip(s) briefly.*  |
| **Academic Integrity (Optional)** |
| *https://www.ntu.edu.sg/wkwsci/admissions/useful-links/undergraduate/academic-integrity* |
| **Course Instructors** |
| *If you are collaborating with other NTU faculty to offer this course, please indicate all instructors’ information below, if any.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructors** | **Office Location** | **Phone** | **Email** |
|  |  |  |  |
|  |  |  |  |
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| **Proposed Course Development Activities and Associated Timeline** |
| * *Provide an indicative summary of proposed course development activities and associated timeline.*
* *Clarify the collaboration and coordination processes that will be in place to ensure effective delivery and implementation of the course and/or field trips.*
* *Faculty partners need to discuss and plan for: academic calendars (including national holidays, etc.), communicating across time zones, language of instruction/proficiency level, extra-curricular activities, access to various technological platforms and/or internet service, credits offered, and so on.*

*A Gantt Chart can be used to demonstrate the timeline for developing and carrying out the activities outlined in your proposed course.*  |
| **Budget Allocation:** Provide an overall budget for the course/social activities. Please fill in ***Appendix A: Details and Justifications of Proposed Budget*** for a detailed breakdown of the items. |
| *Note : Funding can be provided for teaching assistant, facilitation of workshops, reading materials, focus groups (and other related activities), student online projects, international travel. Grant funding will not be provided to the partner institution faculty member. Please check with your school’s finance office to ensure that the items for course delivery are budgeted.*

|  |  |
| --- | --- |
| **Vote** | **Total Budget Requested ($)** |
| A. EOM |  |
| B. OOE – Materials and Consumables |  |
| C. OOE – Miscellaneous Cost |  |
| D. OST – All overseas travel related expenses |  |
| Total budget: |  |

 |

**Appendix A: Details and Justifications of Proposed Budget**

*Faculty members are reminded to check with your school’s Research Support Office to ensure that items budgeted are permitted and within the appropriate category. Any changes in category requires the submission of a grant variation and is subject to approval by the Director of CTLP and the Associate Provost (Undergraduate Education).*

1. **EOM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Category** | **Justification** | **Cost per head** | **Quantity and Cost Estimation** | **Total****($)** |
| Student Assistant (SA) | Hire 2 SAs (Master/PhD) to assist * Pre-course preparation (system setup and testing) – 20 hours
* Assist production of educational videos - 40 hours
* Course support and coordination – 26 hours (13 weeks x 2 hrs per week)
 | SA: $15/hour | $15 x 2 SA x 86 hours = $2,580 | 2,580 |
|  |  |  |  |  |
|  |  |  |  |  |
| Subtotal |  |

\* Please consult with your school’s research office on the hiring process to ensure proper budgeting. Most faculty members encounter problems when hiring staff due to administrative issues.

\* We strongly discourage hiring full-time staff due to the grant duration and lengthy hiring process involved. If you wish to hire a full-time staff, please provide strong justification.

1. **OOE – Materials & Consumables – GST to be included, where appropriate**

Please provide justification for each category. Any item above $2,000 requires a strong justification. You may use the table below to list the activities associated with the budget request for OOE.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and Cost Estimation** | **Total (S$)** |
| [details of the book, stationaries, and other consumables] | Premium subscriptions for online learning platforms and resources for activities (e.g., ) and print materials (e.g., course guides) if needed | $20 x 50 students$20 x 4 instructors | $1080 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Subtotal |  |

1. **OOE – Other Miscellaneous Cost**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Justification** | **Quantity and Cost Estimation** | **Total (S$)** |
| Guest speakers | Honoraria for up to three (3) guest speakers – part of the content to be developed for the online resources. | $1,000 | 1,000 |
|  |  |  |  |
|  |  | Subtotal |  |

*\* Please take note of the following points when asking to fund guest speakers/lecturers:*

* *Grant funding will not be provided to the partner institution faculty member.*
* *Provide clear justification on the need to pay for external speaker/lecturer. (For example, does the speaker have competence in areas that both the applicant and the partner faculty do not currently have?)*
* *Clarify on the mode of instruction (i.e. online or in-class).*
1. **OOE – Overseas Travel**

|  |  |
| --- | --- |
| Item | Total (S$) |
| Country | Justification |
| *India* | *1st Trip:**Recce trip to India: i) Meet with the partner institution's instructor to discuss course development issues, and ii) work out the details of the fieldtrip* *(includes air fare (S$500), accommodation for 5 days (S$600), and transport to partner institution (S$100))*2nd Trip:Field trip to India (faculty costs)*(includes air fare (S$500), accommodation for 5 days (S$600), and transport to partner institution (S$100))* | 1,2001,200 |
|  |  |  |
|  | Subtotal |  |

**The End**