

NTU COIL GRANT FAQ

1. Who can we contact to facilitate our application?

- You are strongly encouraged to run through your application with NTU COIL Grant Administrator before submitting into RISE. You may contact the NTU COIL Grant Administrator (COILGrant@ntu.edu.sg) to obtain comments and guidance on the preparation of your grant application.

2. Which are the NTU partner institutions we should look at collaborating with?

- You may refer to the list uploaded into COIL Grant MS Team folder (click [here](#) to download). For more information on working with partner institution, please contact Ms Pauline Ho from OGEM at paulineho@ntu.edu.sg and GEM-Partnership@ntu.edu.sg.

3. Can we work with other overseas institutions that are not listed in the NTU partner institutions list?

- Yes, it is possible to work with overseas institutions that are not listed in the NTU partner institutions list provided by OGEM. You may reach out to researchers or faculty members at your preferred institution to discuss potential collaboration opportunities directly. You may also consider consult OGEM if they have any advice or resources to support your efforts.
- Your AC (Acad) or School may also have a preferred institution list. Please discuss with your School for advice when partnering with any overseas institutions prior to submitting an application.

4. Is the grant offered one-time only. If we offer this course each year, will we need to put in a grant each time?

- Support must be provided by the School to ensure continuity. Thus, do 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.

5. What's the minimum /max. no. pf hours per course duration?

- Can be from 2-AU onwards.

6. What's the mini/max class size for the course to go ahead?

- Please confirm with your school and consult with your AC (Acad).

7. Is it mandatory that the course must involve NTU students?

- Yes. It would be mandatory for the course to involve NTU students, if the course is offered by NTU.

8. Is it mandatory that the course must involve partner institution's students?

- Yes, partner institution's students must participate in the course to make the COIL work
- The course design and implementation must include how NTU students and international students might learn and solve issues jointly.
- The specific requirements and expectations for partner institution's student participation need to be outlined in the agreement between the institutions.

9. Can we use the grant money for inviting guest professors from overseas?

- The grant is not available to support incoming faculty from overseas.

10. Do you need the potential partner university professor to be part of the application proposal as Co-PI?

- Not necessary since this is an NTU Course.

11. Is it compulsory for a faculty from a partner university to co-teach the course?

- Not necessary.

12. Can OGEM help in linking up interested faculty from NTU with interested faculty from a partner university?

- Yes, you can email OGEM directly at GEM-Partnership@ntu.edu.sg.

13. Is there subsidy available for NTU students to go on overseas trip?

- Yes. NTU students (Singaporean/PR) can apply for GEM Travel grant of up to SGD 800 to fund the field trip in ACI only. He/She can apply for this GEM Travel grant one time only. Needy students who are currently on NTU bursary will be invited to apply for the NTU Travel Bursary of up to SGD 2,000 too (one-time during their candidature at NTU). For information about student travel support, please contact OGEM at GEMDiscoverer@ntu.edu.sg.

14. What are the responsibilities of the faculty member on the overseas trip e.g. booking of airline tickets of students, their safety and accommodation etc? For instance, in schools, there is a teacher-student ratio and a Risk Assessment involved.

- The school administration is responsible to support the faculty to execute the field trip.
- OGEM could support faculty in the COIL discussion with partner university's International office, brief students on the trip application, travel funding & allocation of funds through to pre-departure talks and task list that students need to complete prior to their trip.

15. What happens to the grant if course is launched and sign up does not meet target?

- To discuss with AC (Acad) if sign up does not meet target.

16. This is a course development grant. How should the Research Support Officer (RSO) handle the COIL grant application that are submitted to RISE, given that it is not research-related?

- Advise the faculty to confirm the application is correctly filled out before submitting it to RISE by contacting the COIL Grant Administrator.
- RSO will route the application to the School Associate Chair (Acad) for approval before forwarding it to the COIL Grant Administrator (GM). If routing is not possible, please confirm that the application form is approved by the School Associate Chair (Acad).
- Please note that the COIL Grant funds course development that includes an international relationship component. Grant approval does not imply endorsement of the School's actual course creation process. To be authorized for course implementation, the relevant grantees must pass through NTU's standard Outcomes-based Teaching and Learning (OBTL) course design framework within the School.