

## Global Engagement Fund Proposal (Application Proposal Form)

### GUIDELINES

**Overview:** Global Engagement Funds seek to support and facilitate the global engagement and learning of the Duke community in line with the university's global vision. These funds are available for faculty in all schools, institutes, initiatives, and departments and are intended to support new and innovative programs, activities, and approaches that have the potential to expand or enhance Duke's mission as a global university. Support will be provided to two categories of activities: research collaborations and international conferences, symposia, lecture series, retreats, etc., held on the Duke campus.

**Awarding of Funds:** Funds are to be spent in the year they are awarded. Unexpended funds must be returned to the Office of Global Affairs (OGA) after the close of the fiscal year unless an exception has been granted by OGA. Request for an extension must be made two months prior to the expiration of an award and extensions will not be granted for longer than one year.

**Evidence of Matching Funding:** Matching funds should be contributed by a department, school, institute or other unit for conferences, symposia, lecture series, retreats, etc.

**Budget:** Acceptable budget categories include travel, food, lodging, local transportation, supplies, visa support, and academic support (translators or research assistance). Salary support for faculty is not allowable.

**Eligibility:** Duke faculty members are eligible to apply through a recognized academic unit. Students are not eligible for Global Engagement funds.

**Renewals:** Applications for renewal of a previously funded project will not be considered.

**Resubmissions:** Revision of applications not previously funded may be submitted; changes should be clearly indicated.

**Funds Disbursal:** PIs will initially receive 90% of the funds awarded; the additional 10% will be awarded upon post-activity completion of a final report. See below for details.

**Final Report:** Grantees must complete a final report upon completion of the sponsored activity. The report should include a financial statement about how funds were spent and information about the estimated reach and impact of the event and future activities that will be undertaken.

## **INSTRUCTIONS FOR APPLICATION FORM**

Applications should be 10 pages maximum. This includes:

- A cover page
- Proposal (1,000 words max)
- Biosketch of lead faculty member(s)
- Budget
- Proposed program agenda, presenters, and expected numbers of attendees, if relevant

References, letters of collaboration and collaborators' biosketches are not included in the 10-page limit.

## **PROPOSALS**

Proposals should be no longer than 1,000 words and include all of the below, as relevant:

- Background
- Proposed activities
- Specific aims
- Benefits of the activity to Duke students and faculty
- Methods used
- Why support is critical to the success of the activity
- Outlook for future support
- For conferences, symposia, etc., an explanation of the relationship of the meeting to the school, department, institute, or center programs.

## **SUBMISSION**

Please submit your applications three months in advance of the planned activity.

Applications are accepted on an open basis for the fiscal year. A completed application must include a cover sheet, application proposal, and a completed budget. Please email the completed form to [eve.duffy@duke.edu](mailto:eve.duffy@duke.edu).

# DUKE Office of Global Affairs

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A completed cover sheet must accompany all applications

Principal Investigator	Email Address
Phone Number	
University Department	Home School or Institute
Project Title	

PLEASE INDICATE WHICH TYPE OF ACTIVITY IS MOST APPROPRIATE TO REVIEW YOUR PROPOSAL  
(CHOOSE ONLY ONE):

- Exploring Research Collaboration Opportunities
- International Conference held on Duke's campus

Signature:

PI: \_\_\_\_\_ Date: \_\_\_\_\_

# DUKE Office of Global Affairs

PI Name (Last, First, MI): \_\_\_\_\_

## **GLOBAL ENGAGEMENT FUNDS DETAILED BUDGET**

This budget form should include all project costs. The amount requested at the bottom should be the total project costs minus the matching funds secured. Faculty salaries are not an allowable cost.

TRAVEL EXPENSES (itemize)

**Subtotal**

OTHER EXPENSES (itemize by category)

**Subtotal**

EXPENSES SUBTOTAL

TOTAL COSTS

PRIORITIZATION AND COMMENTS (prioritize items in order of importance to the project):

### **MATCHING FUNDS**

Additional funds should be contributed by a school, institute, initiative, or center, and proposals with support from multiple schools or centers will be given priority.

INTERNAL SOURCES (school, center)

**Subtotal**

EXTERNAL SOURCES (research grants, endowments)

**Subtotal**

TOTAL MATCHING FUNDS	
BALANCE REQUESTED FROM GLOBAL ENGAGEMENT FUNDS (Total Costs - Total Matching Funds)	