GLOBAL ENGAGEMENT FUND (GEF) Annual Program 2016
Call For Proposals

Purpose
The Global Engagement Fund is a competitive grant program that seeds creative, cross-disciplinary projects that will further Penn’s global initiatives.

Beginning January 2016, goals of the fund include (in order of priority):

**Goal 1:** Catalyze entrepreneurial research and engagements in a global context with a focus on promoting healthy, inspiring and productive lives. Specifically, Penn Global seeks to increase global activity and to promote research and engagement on the part of Penn faculty around the world;

**Goal 2:** Engage countries or regions of the world that Penn Global has identified as strategic areas for increased engagement; and

**Goal 3:** Promote collaboration and the integration of knowledge across Schools and disciplines.

Priority Areas (2016)
In 2016, Penn Global will give priority to projects that propose to engage faculty in and with the following regions and/or countries:

- India
- Africa
- Latin America and the Caribbean

Successful projects will be cross-disciplinary, faculty-driven, and will seek to develop new or strengthen existing relationships at Penn and with partners overseas. Priority will be given to projects that advance research and showcase innovative and entrepreneurial models and means of engagement in the identified regions and countries of interest.

Types of Support
Beginning January 2016, the GEF Annual Program will support the following activities:

- Faculty Travel to Support Research Abroad (Note: Proposals should clearly outline how overseas trip will enable research activities and deliverables from time spent abroad)
- Distinguished Visiting Scholar Support
- Faculty and Student Collaborations
- Research and Academic Collaborations, such as Conferences, Symposia, and Workshops
- Curricular and Course Development Initiatives
- **We will also consider proposals that send interdisciplinary groups of faculty to one of the focal regions to work collaboratively on education or research initiatives.**
What We Do Not Fund
GEF support cannot be used for the following activities:
- Faculty salary
- Operational support

Eligibility
Penn faculty and senior administrators are eligible to apply. Preference will be given to those who are full-time, non-tenured professors. Any questions regarding eligibility can be directed to global@exchange.upenn.edu.

Grant Term
The grant term is limited to one year. Larger multi-year initiatives will be considered (up to two years maximum). Exceptions will be made on a case-by-case basis.

Budget
Grants are not to exceed $40,000. Exceptions will be made on a case-by-case basis.

Matching Funds
Although not required, applicants are strongly encouraged to include additional funding contributed by a School, Center, or external partner (including foundations, governmental organizations, etc.).

Timeline
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Call for Proposals Released</td>
<td>January 25, 2016</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>March 14, 2016</td>
</tr>
<tr>
<td>Awards Announced</td>
<td>May 2, 2016</td>
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</tbody>
</table>

Questions
If you have any questions, please contact global@exchange.upenn.edu
Grant Management

Term
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Budget
Grants are not to exceed $40,000. Exceptions will be considered on a case-by-case basis.

Matching Requirement
Although not required, applicants are strongly encouraged to include additional funding contributed by a School, Center, or external partner (including foundations, governmental organizations, etc.).

Payment
Payment will be provided to the recipient in a lump sum.

Reports
A month after the end of the project, a final expenditure report and annual report outlining accomplishments and opportunities for additional funding must be submitted. Penn Global may request periodic updates and reports. Final reports should be submitted to the Global Initiatives Fellow at global@exchange.upenn.edu.

Unexpended Funds
Unexpended funds must be returned and may not be “banked” for future use beyond the scope of the approved project, unless explicitly approved by Penn Global.

No-cost Extensions
Requests for no-cost extensions must be made, in writing, at least two months prior to the expiration of an award. A no-cost extension must be approved by the Executive Director of Penn Global. No-cost extensions are not guaranteed. Extensions will not be made for longer than one year.

Applicants are encouraged to reach out to Penn Global in advance of applying if they have questions or wish to seek feedback.
GEF Annual Program: Submission Guidelines

Proposal Form
All applicants must complete the two-page proposal form template. A fully completed form, including all signatures, should be at the front of the application. The form is inclusive of the following elements:

- Project Information
- Funding Priorities
- Abstract
- Conflict of Interest Statement
- Signatures

Narrative
The narrative is limited to five pages and should include the following elements:

- Background/Statement of Need
- Project Design and Methodology
- Key Objectives and Outcomes
- Key Activities
- Project Timeline
- Description of Opportunities for Continued Research and/or External Funding

In addition, please briefly describe how funds will be allocated and how the funds will allow you to succeed in achieving your objectives. Not all projects can be funded fully, so we encourage applicants to highlight and explain which items are of most importance to the design and implementation of the proposed project.

Finally, applicants must indicate whether the principal investigator(s) have received any prior grants from the Global Engagement Fund. Please provide the title of the project, period of performance, project amount, and brief description of the project.

Budget
Using the budget template, applicants must provide a breakdown of the costs. The budget form should include all project costs. The amount requested at the bottom should be the total project costs less the matching funds secured.

Allowable Costs include equipment, supplies, non-faculty salaries and stipends, meeting costs, and travel expenses related to the project. Funds may not be used for faculty or staff salaries; however funds may support student workers, researchers, and post-docs.¹

Fringe benefits for student workers are calculated at 9.7%.

¹ Please put a parenthesis with the following designation next to a student worker's name to indicate if they are an undergraduate (UG); graduate (G); or post-docs (PD).
Applicants must indicate whether he or she has secured funds from other sources, for instance, from their School, other internal departments and offices, or from external organizations. **Although not required, applicants are strongly encouraged to include additional funding contributed by another source.** In the budget, please indicate the source and amount of the external funds and a brief description of the objective of the fund (if available).

**Biosketches**
Short biosketches for all key personnel, including faculty and collaborators, should be included in the application.

**Appendix**
The following supporting documents must be included in the proposal appendix *if applicable.*

- For **faculty and student collaborations** (if applicable)
  - Description of the faculty or student collaboration
  - Name of Penn faculty or student, if known
  - Proposed faculty or student CV, if available

- For **faculty exchange programs** (if applicable)
  - Name of each institution and department involved in the exchange
  - Planned activities
  - Information about previous exchanges between host institution and Penn

- For **distinguished international scholar visits** (if applicable)
  - Proposed visitor’s CV
  - Description of the visitor’s proposed activities while at Penn.

**Submission Instructions**
A completed application should be submitted as a PDF file via email to the Global Engagement account at global@exchange.upenn.edu. The name of the PDF document must begin with the last name of the proposed principal investigator. The final and complete application must be received by **5:00 pm EST on March 14, 2016.**
Review Process

All proposals to the GEF Annual Program will be reviewed on a timely basis by the Penn Global team and members of a standing committee of reviewers drawn from the University community. After considering the proposal and feedback from reviewers, Penn Global will make all final decisions regarding the dispersal of grants from the Global Engagement Fund.

All applications will be evaluated based on the following questions:

- Is the proposed project a creative and innovative global engagement that has the potential to generate new knowledge or bring to light key global issues?
- Will the proposed project involve interdisciplinary work and help strengthen connections between different departments, schools, centers, and faculty around the University?
- Does the proposed project significantly advance the University’s interests in a particular field of study and/or region of the world?

In addition, please ensure that all items listed below are completed and submitted with your application. Failure to provide all materials at the time of submission will delay the review process and may jeopardize the applicant’s chance of receiving funds.

Checklist

| ☐ | GEF Cover Sheet, including: |
|   |   | ☐ Project Information |
|   |   | ☐ Funding Priorities |
|   |   | ☐ Abstract |
|   |   | ☐ Conflict of Interest Statement |
|   |   | ☐ Signatures |
| ☐ | Narrative |
| ☐ | Budget |
| ☐ | Biographical Sketches |
| ☐ | Appendix (if applicable): |
|   | a. Faculty and Student Collaboration Supporting Documentation |
|   | b. Faculty Exchange Program Supporting Documentation |
|   | c. Distinguished International Scholar Visit Supporting Documentation |

Questions
If you have any questions, please contact global@exchange.upenn.edu