GLOBAL ENGAGEMENT FUND (GEF) Annual Program 2014/15
Call For Proposals

Guidelines
Following is an overview of the funding priorities, eligibility, and criteria of the Global Engagement Fund. Additional information regarding the Global Engagement Fund can be accessed on the Penn Global website. All interested applicants are encouraged to visit our website to review the Global Engagement Fund guidelines.

Purpose
The Global Engagement Fund is a competitive grant program that seeds creative, cross-disciplinary projects that will further Penn’s global initiatives. It is designed to offer maximum flexibility to support faculty initiatives that enhance Penn’s global engagement. The Annual Program serves as the primary vehicle through which Penn Global will allocate GEF funds.

Goals of the fund include:

Goal 1: Promote collaboration across Schools and disciplines;

Goal 2: Engage countries or regions of the world that Penn Global has identified as strategic areas for increased engagement and/or that focuses on one of the thematic areas listed here; and

Goal 3: Catalyze entrepreneurial research and engagements in a global context. Specifically, Penn Global seeks to increase global activity and to promote research and engagement on the part of Penn faculty around the world.

For additional information, all interested applicants are encouraged to visit our website to review the Global Engagement Fund guidelines.

Types of Support
The Global Engagement Fund supports the following activities:

• Research and Academic Collaborations
• Faculty and Student Collaborations
• Faculty Exchange Programs
• Distinguished Scholar Support
• Cross-collaborative Symposia, Conferences, and Workshops
• Seed Funding for New Project Development

What We Do Not Fund
We do not fund the following activities:

• Faculty salary
• Operational support

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1 Faculty members wishing to consult about how they might effectively engage an undergraduate to conduct research overseas, or to discuss how to identify an undergraduate appropriate to their project needs, may consult: Dr. Ann Vernon-Grey, CURF Associate Director for Undergraduate Research, at anneliza@upenn.edu or (215) 746–6488.
• Conference or symposia attendance only (paper presentations/speaking engagements may be considered)

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. In accordance with the University’s fiscal year, applicants should assume a July 1st start date, unless otherwise noted. 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 $25,000. 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

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<tr>
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<tbody>
<tr>
<td>Call for Proposals Released</td>
<td>December 1, 2014</td>
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<tr>
<td>Proposals Due</td>
<td>February 2, 2015</td>
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<tr>
<td>Awards Announced</td>
<td>April 4, 2015</td>
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Grant Requirements

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. 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 the review committee.

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.
Proposal Instructions

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 four pages and should include the following elements:

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

Budget
Using the GEF 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 and Post-docs.²

Fringe benefits for student workers are calculated at 9.7%.

Budget Narrative
Using the budget narrative template, please briefly describe how funds will be allocated and how the funds will allow you to succeed in achieving your objectives. As previously mentioned, 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.

In addition, 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 narrative, please indicate the source and amount of the external funds, and a brief description of the objective of the fund.

² 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).
Finally, applicants must indicate whether the principal investigator(s) have received any prior grants from the Global Engagement Fund. In the budget narrative template, please provide the title of the project, period of performance, project amount, and brief description of the project.

**Biosketches**

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.

- For **conference, symposia, and workshop support** (if applicable)
  - Description of the purpose of the event
  - Target audience
    - Explanation of the benefits to Penn students and faculty
    - Number of Penn students and faculty expected to attend, if available
  - Proposed program agenda and lists of presenters, if available
  - Names of Penn faculty organizing the meeting, if available

**Submission Guidelines**

A completed application should be submitted as a PDF file via email to the Global Engagement account at [global@exchange.upenn.edu](mailto: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 February 2, 2015**.
Review Process

All proposals to the Global Engagement Fund 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: |
|   | o Project Information |
|   | o Funding Priorities |
|   | o Abstract |
|   | o Conflict of Interest Statement |
|   | o Signatures |
| ☐ | Narrative |
| ☐ | Budget |
| ☐ | Budget Narrative |
| ☐ | Biographical Sketches |
| ☐ | Appendix (if applicable): |
|   | a. Faculty Exchange Program Supporting Documentation |
|   | b. Faculty and Student Collaboration Supporting Documentation |
|   | c. Distinguished International Scholar Visit Supporting Documentation |
|   | d. Conference, Workshop, Symposia Supporting Documentation |

Questions

Any questions regarding the Global Engagement Fund can be directed to global@exchange.upenn.edu.