

GLOBAL ENGAGEMENT FUND (GEF)

Reporting Requirements

Budget Changes

Awardees must notify Penn Global (global@exchange.upenn.edu) if budget changes are necessary totaling at least 20% of the overall budget amount. As a reminder, award funds may not be used to fund business-class airfare, faculty salaries, or equipment purchases. If you have any questions about these restrictions, please contact Penn Global.

Grant Extensions

Penn Global will consider no-cost grant extensions for up to an additional year on a case by case basis. If you require an extension, please e-mail global@exchange.upenn.edu.

Narrative Report

All awardees must complete the [narrative report template](#). A fully completed form should be at the front of the report. The form is inclusive of the following elements:

- Project Information
- Project Synopsis
- Key Objectives and Deliverables Achieved
- Description of Opportunities for Continued Research and/or External Funding
- Additional Feedback (optional)

Final Expenditure Report

Using the GEF [expenditure report template](#), applicants must provide a breakdown of the costs. The budget form should include all project costs. The amount listed at the bottom should be the total project costs less the matching funds secured.

Global Engagement Fund Symposium

At the end of the one-year term, even if the project itself has not concluded, Penn Global may request that the Principal Investigator share his or her project with the University community at a Global Engagement Fund symposium. Representatives from the Penn Global will follow up with each Principal Investigator to provide additional details regarding this event.

Submission Guidelines

The final and complete report is due **thirty days** after the designated end date of the project. The report must be submitted by **5:00 pm EST** to the Global Engagement account at global@exchange.upenn.edu as a PDF file. The name of the PDF document must begin with the last name of the principal investigator.

Please note that if a final report is not submitted, we typically do not fund a new project by the same Principal Investigator.