**2017 Proposal**

**Instructions for Application**

This template serves as the pre- and full proposal format and will provide the CGI Committee with needed details on the proposed project.

**Pre-Proposal:** A Pre-proposal must have been submitted and reviewed before a Full Proposal can be submitted. The purpose of the pre-proposal is to provide feedback regarding the fit of the proposal with the CGI vision. The pre-proposal is ***due no later than 5:00 PM on January 23, 2017*** for which applicants will receive feedback within two weeks. We understand it takes time to complete a proposal thoughtfully, so it is not essential that all areas be completed by the pre-proposal deadline. However, **information must be provided for items #1, 3, 4, 5 and 6** in order for the committee to have sufficient information to provide feedback. Naturally, the more complete a pre-proposal, the more likely it will be for the committee to have a clear idea of your proposal.

**Final Proposal:** Final proposals are due ***no later than 5:00 PM on March 17, 2017***, for which applicants will receive notification of review sometime during the week of April 10, 2017.

**Format:** Only proposals submitted using this template will be reviewed. ***Do not modify the template in any way***. The forms have been designed to facilitate a blind review by the CGI Committee, and, therefore, proposals that cannot be uniformly blinded cannot be accepted.

**Page limits**: Please follow the word limits set for each section. Do not modify the form, font type or size.

**Save** this form as a DOC file named with your last name and submit to AlanahNantell@creighton.edu by ***5 p.m. on Monday, January 23, 2017*** (pre-proposal) and ***Thursday, March 17, 2017*** (final proposal)***.***

1. **Proposal Information**

|  |  |
| --- | --- |
| Project Title |  |
| Project Number |  |
| Principal Contact Person |  |
| Principal Contact E-Mail Address |  |
| Role of Principal Contact Person  |  | Faculty |  | Staff  |  | Student |
| Primary Contact Affiliation (Dept. / Major) |  |

1. **List team members, their affiliation, and role on the project** (exclude the primary contact person already identified above)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **NetID** | **Affiliation (Dept. / Major)** | **Role (mark “X” in gray box)** |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |
|  |  |  |  | Faculty |  | Staff |  | Student |

1. **Project or Program Summary**

Briefly explain the project or program including scope, timeline, and target participants. This section should ***only*** contain a concise description of the project that will be used to publicize funded projects. The GEO may edit for publication.

|  |
| --- |
| [250 word limit] |

1. **Area(s) of Interest**

Rank in order of relevance 1 through 5 (1= most relevant / 5= least relevant; 0 = not relevant) the areas of interest that pertain to this proposal. Use each number only once.

|  |  |
| --- | --- |
|  | Institutional innovation to prompt special focus on pressing global issues  |
|  | Academic enhancement |
|  | Cultivation of a globally conversant campus |
|  | Impact on Omaha |
|  | International immersion and study abroad |

1. **Area(s) of Interest Rationale**

Briefly explain HOW this project relates to the top 2 most relevant CGI area(s) of interest identified above. Address each area separately.

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| --- |
| [300 word limit] |

1. **Project Goals / Objectives and Outcomes**

Briefly list the main intended results this project or program intends to reach and how outcomes will be measured. Please make sure to include information about the evidence that will demonstrate that the goals / objectives were met.

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| [300 word limit] |

1. **Evaluation Criteria**

Please provide a statement about how the proposed project / program meets the following five criteria in relation to the areas of interest and objectives identified above (while some criteria may be more relevant than others, the CGI Committee will consider these criteria holistically when making final recommendations).

**Project sustainability** *(How will the project and/or its benefits endure beyond the CGI funding period? What is the longevity of this program? What long-term impact might it have beyond the CGI funding period? What actions can you take to make sure that the positive effect will last beyond the CGI funding period?)*

|  |
| --- |
| [150 word limit] |

**Student development** *(How will this project contribute to student psychosocial, cognitive, spiritual, social, intellectual or professional growth? How does the project contribute to the holistic development of students? What specific area of student development is the project fused on? How does it contribute to the formation of global citizens?)*

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| --- |
| [150 word limit] |

**Academic rigor** *(Comment on the opportunity for critical thinking and intellectual challenge this program will offer students/participants and how this might complement or enhance current opportunities. How might students/participants push themselves to achieve at a higher level than normally expected?)*

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| [150 word limit] |

**Institutional focus in and through existing programs** *(How will this project enhance current opportunities at Creighton University? Does it link and/or build on existing programs? Are there built-in opportunities for interdisciplinary collaboration?)*

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| --- |
| [150 word limit] |

**Enhancement of institutional mission and identity *(****How does this proposed program reflect Creighton University’s mission and identity? How is the Jesuit identity of Creighton emphasized? What Jesuit international partnerships can it draw on or contribute to? )*

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| --- |
| [150 word limit] |

**Partner Organizations** *(Under separate bullets, list each organizational partner mentioned in the proposal and briefly indicate the communication you have had with the partner in preparation of this proposal. Note that if approved for funding, a letter of support may need to be requested from all partner institutions. Funding will not be released until an appropriate agreement/contract has been signed if a new partnership is being developed)*

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1. **Project Timeline and Milestones**

List the schedule of development and/or implementation of this project. When possible include target dates. Create a bullet point for each target to facilitate review.

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| [250 word limit] |

1. **Project Budget**

Please provide the projected budget for this project. Provide the breakdown and rationale for each category. Note that if the project is approved you will need to work with the GEO on building an itemized budget for tracking purposes before funding is released. Add lines to the table as needed.

|  |  |  |
| --- | --- | --- |
| **Category** | **Amount** | **Rationale** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL Anticipated Funds** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does this project or program currently receive funding form another source? |  | YES |  | NO |

If YES, please indicate the source and the amount:

|  |  |
| --- | --- |
| **Source** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Signatures** (final proposals only)

Signatures below signify that the applicant has discussed the proposal with the needed parties and that the proposal will be supported if funded. Obtain the signatures of the individuals within your college/school/division who need to be informed of your proposed activities. Also obtain signatures of main collaborators that are not in your own department .

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Applicant Signature |  | Department/College/School |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Department Chair / Supervisor Signature |  | Department/College/School |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Dean Signature |  | Department/College/School |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Collaborator Signature |  | Department/College/School/Institution |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Collaborator Signature |  | Department/College/School/Institution |  | Date |

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Collaborator Signature |  | Department/College/School/Institution |  | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Collaborator Signature |  | Department/College/School/Institution |  | Date |

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| **NOTE:** Approval for funding from the CGI does not constitute a mandate for Decanal / Administrator approval. It is the responsibility of the applicant to obtain such approval ***before submitting the final proposal***. Please contact René Padilla, Ph.D., Executive Director of Global Engagement, at rpadilla@creighton.edu or (402) 280-4745 for any assistance in completing the proposal.The CGI reserves the right to withdraw funding of projects that have not obtained the needed approvals before submission of the final proposal. |