CGI Frequentl y Asked Questions

Answers to the following questions appear below. Please check this FAQ resource frequently as additional questions may be added during the proposal preparation period (November 28, 2016 – March 17, 2017):

1. Is a Pre-proposal required in order to submit a Full Proposal?
YES. The Pre-proposal is a short version of the proposal which will help the CGI Committee have an idea of all the proposals which may be submitted. In addition, it will permit the CGI Committee identify possible overlaps or repeated proposals. In such cases the CGI Committee might recommend that applicants consider collaborating and submitting a single proposal. In addition, Pre-proposals will permit the CGI Committee provide formative feedback as applicants refine their proposals.

2. Is it acceptable to contact members of the CGI Committee to discuss my proposal idea / concept?
NO. CGI Committee members are not available to provide guidance on proposals. The proposal review process will be blinded, and members will be asked to recuse themselves from review of proposals that may involve them directly or indirectly. However, you may contact René Padilla, Executive Director of Global Engagement (rpadilla@creighton.edu or 402.280.4745) to discuss your proposal idea.

In addition, information meetings have been scheduled to help answer your questions:

- **Information Session I:** Monday, November 28, 2016 - Skutt 104 - 12:30 to 1:30 PM
- **Information Session II:** Tuesday, November 29, 2016 - Harper 3028 North - 3:30 to 4:30 PM
- **Information Session III:** Monday, January 16, 2017 - Harper 3023 - 12:30 to 1:30 PM
- **Information Session IV:** Tuesday, January 17, 2017 - Skutt 104 - 3:30PM to 4:30 PM

Please register for one of these sessions by clicking on this LINK. Please visit [http://www.creighton.edu/geo/creightonglobalinitiative/](http://www.creighton.edu/geo/creightonglobalinitiative/) for additional information sessions after January 17, 2017.
3. What if an opportunity becomes evident after the Pre-proposal deadline?

Please consult with the Executive Director of Global Engagement (rpadilla@creighton.edu or 402.280.4745) about the possible opportunity. The CGI Committee and Fr. Hendrickson will be consulted regarding possible exceptions to the deadline of the pre-proposal. No exceptions to the Final Proposal deadline will be considered.

4. Who may submit a proposal?

Only current full-time faculty, staff or students may submit a proposal. Part-time or temporary instructors, staff or students should seek the partnership of full-time employees or students to submit a proposal. Likewise, emeriti professors or alumni should seek current full-time employees to submit a proposal. Faculty and staff should consult with their supervisors regarding the time commitment required by the project should it be funded BEFORE submitting a proposal.

5. How can I determine if a proposal can build on an existing international partnership?

A list of countries where Creighton University has partnerships with specific institutions is available at http://www.creighton.edu/geo/globalcreighton/. In addition, a list of networks has been provided on that page. Priority will be given to partnerships (existing or new) with Jesuit institutions across the world. Please consult with the Executive Director of Global Engagement (rpadilla@creighton.edu or 402.280.4745) about specific opportunity. In addition, during the Pre-proposal review process, feedback will be provided about partnerships that could be enhanced through the proposed project.

6. Is there a limit on the amount of funds requested in the proposal's budget?

NO. Currently we are hoping to fund all proposals that have extraordinary merit in terms of serving the CGI vision. Once Pre-proposals are received, the CGI Committee will have an idea of the total overall funding requests. At that time the Committee may decide to go ahead and make recommendations for funding of smaller projects (less than $5,000.00) and forego the full proposal submission requirement for those projects.

7. Will CGI funds cover salaries?

NO. CGI funds are intended as seed money and cannot be used to develop permanent employee positions at Creighton University. However, CGI funds may be used to provide speaker honoraria or participant stipends. The Global Engagement Office will collaborate with the approved applicant(s) in providing the approved funding according to University guidelines.

8. What will CGI funds cover?

A comprehensive list would be too long to include. However, materials, travel, stipends, honoraria, conference costs, registrations, subscriptions, and similar items would likely be covered.

9. How will a final determination be made about which proposals are funded?

The CGI Committee has been charged to make recommendations for funding. Therefore, the Committee will rank all proposals and submit the list to the President. Fr. Hendrickson will determine the final list of projects funded for the 2017-2018 academic year.
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<th>Question</th>
<th>Answer</th>
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<td>10. Must a proposed project be completed within the academic year in which it was approved?</td>
<td><strong>NO.</strong> Funding will be provided according to the project’s timeline. It is important to note, however, that CGI funding is not intended for departmental line-item budgets that are permanent. CGI funding is temporary and for the approved projects only. The Global Engagement Office will collaborate with the approved applicant(s) in providing the approved funding according to the approved timeline.</td>
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<td>11. Can changes to the project be made after it has been approved?</td>
<td><strong>DEPENDS.</strong> The general outcome objectives should not change, although some activities may need to change once planning for project implementation begins. The main purposes and type of activity should remain very similar to that approved. <strong>For example,</strong> if a conference on climate change was approved, the proposal cannot be changed to development of a publication on climate change or a conference on water insecurity. Please consult with the Executive Director of Global Engagement about any changes to the proposal once it has been approved.</td>
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<td>12. If I am awarded a grant, what are the reporting requirements?</td>
<td>A reporting schedule will be set up in collaboration with the Global Engagement Office that fits the timeline and milestones of the project. Because funds for the CGI have been provided by generous gifts from donors, periodic updates will be useful in order to maintain such donors appraised of all efforts.</td>
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