CGI Frequently 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 (February 2 – March 25, 2016):

1. Is a Pre-proposal required in order to submit a Full Proposal?
2. Is it acceptable to contact members of the CGI Committee to discuss my proposal idea / concept?
3. What if an opportunity becomes evident after the Pre-proposal deadline?
4. Who may submit a proposal?
5. How can I determine if a proposal can build on an existing international partnership?
6. Is there a limit on the amount of funds requested in the proposal’s budget?
7. Will CGI funds cover salaries?
8. What will CGI funds cover?
9. How will a final determination be made about which proposals are funded?
10. Must a proposed project be completed within the academic year in which it was approved?
11. Can changes to the project be made after it has been approved?
12. What would an “exemplary” proposal look like?
13. If I am awarded a grant, what are the reporting requirements?
14. Can a proposal be written in collaboration with contributors external to Creighton University?

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 to 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 to 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](mailto: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, February 8, 2016 - Skutt 104 - 12:30PM to 1:30 PM
   - **Information Session II:** Tuesday, February 9, 2016 - Skutt 104 - 3:30PM to 4:30 PM

   Please register for one of these sessions at [https://blueq.co1.qualtrics.com/jfe/form/SV_2gE3Q49iiXwgy57](https://blueq.co1.qualtrics.com/jfe/form/SV_2gE3Q49iiXwgy57).

   Please visit [http://www.creighton.edu/geo/creightonglobalinitiative/](http://www.creighton.edu/geo/creightonglobalinitiative/) for additional information sessions after February 9, 2016.
### 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.

### 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/](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 opportunities. 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 (and YES).** CGI funds are intended as seed money and cannot be used to develop permanent employee positions at Creighton University. CGI funds may be used to provide speaker honoraria or participant stipends. CGI funds may be used for temporary salaries, however, such as in the case of funding a fellowship, or creating a temporary position to kick start a grant-writing program. The important thing to remember is that CGI funds are temporary and not available for permanent salary lines. 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 2016-2017 academic year.

10. Must a proposed project be completed within the academic year in which it was approved?

**NO.** 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.

11. Can changes to the project be made after it has been approved?

**DEPENDS.** 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 what was approved. **For example,** 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.

12. What would an “exemplary” proposal look like?

The CGI is unique in that it is looking for creative proposals that can be organized along themes that energize, inspire and support the development of global citizenship. The CGI Committee’s job through the pre-proposal feedback, will be to provide applicants with suggestions on how to make their proposal stronger and/or clearer. They will be looking for the following characteristics in an “exemplary” proposal:

A. **Project summary:** The summary is comprehensive, gives a clear idea of what the project entails and its intended impact on student development.

B. **Area of CGI interest rationale:** Makes clear and compelling argument for how project is a priority for CGI primary area of interest. Links with other areas of interest.

C. **Project goals, objectives and outcomes:** Is well aligned with CGI area(s) of interest; demonstrated outcome measurement(s) strongly reflect purposes.

D. **Sustainability:** Conceptualizes long-term impact beyond the CGI funding period. Thought given to potential obstacles.

E. **Student development:** Formation of global citizenship clearly draws on curricular and co-curricular experience and contributes to student psychosocial, cognitive, spiritual, social, intellectual and professional growth.

F. **Academic rigor:** Project inherently poses intellectual challenges and requires critical thinking about global concerns.

G. **Institutional focus in and through existing programs:** Clear link is made with existing institutional programs; offers enhancement or extension of existing program goals; offers opportunities for interdisciplinary collaboration.

H. **Enhancement institutional mission and identity:** Creighton’s mission and identity is clearly emphasized; contributes to and draws on Jesuit partnerships.

I. **Timeline and milestones:** Timeline is realistic; milestones are significant indicators of progress.

J. **Tentative budget:** Budget is realistic, efficient and appears to have considered all likely costs. Demonstrates financial stewardship. Financial investment appears to be sensible in relation to the program’s purposes.
13. If I am awarded a grant, what are the reporting requirements?

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 apprised of all efforts.

14. Can a grant be written in collaboration with contributors external to Creighton University?

YES. The primary applicant must be a full-time Creighton faculty, staff or student and the proposal must serve a CGI area of interest and meet the evaluation criteria. Collaborations with other Jesuit institutions are preferred, but other partnerships will certainly be considered.

Please contact René Padilla, Ph.D., Executive Director of Global Engagement (rpadilla@creighton.edu or 402.280.4745 with any other questions you have about the Creighton Global Initiative. Your question(s) can help clarify the initiative to others, so please do not hesitate to make contact.