The Presidential Global Engagement Fund

**REQUEST FOR PROPOSALS: ACADEMIC YEAR 2019-2020**

|  |
| --- |
| **INFORMATION SESSIONS*** November 4, 2019, 12:00 – 1:00 p.m. Walter International Education Center 106 ([Livestream available](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2fl%2fmeetup-join%2f19%3ameeting_MjU3MzQwNzMtMzI5Ny00ZjU4LTkyMjQtYTY5NmI0ODBmZDY2%40thread.v2%2f0%3fcontext%3d%257b%2522Tid%2522%253a%2522f3308007-477c-4a70-8889-34611817c55a%2522%252c%2522Oid%2522%253a%2522d4044aae-0d36-478b-829f-f4bbb18b21c2%2522%252c%2522IsBroadcastMeeting%2522%253atrue%257d%26anon%3dtrue&type=meetup-join&deeplinkId=6655463f-e3d0-4954-b93b-771e5afd340a&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true))
* November 5, 2019, 3:00 – 4:00 p.m. Baker University Center 231

([Livestream available](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZDFkMDBkMDMtMTZmNC00OGU2LWJiOWMtZjBiZDhhMjI3NDhi%40thread.v2/0?context=%7b%22Tid%22%3a%22f3308007-477c-4a70-8889-34611817c55a%22%2c%22Oid%22%3a%22d4044aae-0d36-478b-829f-f4bbb18b21c2%22%2c%22IsBroadcastMeeting%22%3atrue%7d))* November 6, 2019, 11:00 a.m. – 12:00 p.m. Baker University Center 231 ([Livestream available](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_ZDljN2MzZDUtYWY4OS00MWUxLTkxMzQtMjI3YzE1YTEyZjBi%40thread.v2/0?context=%7b%22Tid%22%3a%22f3308007-477c-4a70-8889-34611817c55a%22%2c%22Oid%22%3a%22d4044aae-0d36-478b-829f-f4bbb18b21c2%22%2c%22IsBroadcastMeeting%22%3atrue%7d))

**PROPOSAL OPEN: November 1, 2019****FULL PROPOSAL DEADLINE: January 31, 2020, 5:00 p.m. EST** |

**PROGRAM GOAL**

The Presidential Global Engagement Fund (PGE Fund), established by the Office of the President, the Office of Global Affairs and International Studies, and the Research Division, aims to increase Ohio University’s (OHIO’s) global engagement to advance academic excellence and innovation in regions of the world and with selected partners of strategic interest to the University. This includes international disciplinary and interdisciplinary activities that promote research and creative activity, education, experiential learning, recruitment, and alumni initiatives. As part of OHIO’s [Global Strategy](https://www.ohio.edu/global/resources/strategy.cfm), the PGE Fund is intentionally and directly linked to leveraging past, current and future investments in OHIO’s globalization efforts, including the most recent university-wide capacity building [Global Connections Program](https://www.ohio.edu/global/goglobal/programs/Global-Connections-Professional-Development.cfm) and [Global Collaborative Online International Learning (COIL) Initiative](https://www.ohio.edu/global/cis/GCIAbout.cfm).

The investment profile of the PGE Fund will align with university priorities proposed by University International Council (UIC) and approved by the President, in consultation with the Office of Global Affairs and International Studies and the Research Division.

The PGE Fund focuses its support on promoting a diversity of activities, partners, and regions of the world for the global engagement in four categories, including:

* International Research & Creative Activity;
* International Institutional Partners;
* Selected Regions and Countries of the World; and
* Excellence and Innovation.

 **AWARD CATEGORIES**

1. **International** **Research & Creative Activity**

Proposals in this category promote international research, scholarly, and creative activities that are innovative with high impact potential. There are no pre-defined priorities for research or creative topics or disciplines. Preference will be given to proposals that are interdisciplinary in nature and engage international partners.

1. **International** **Institutional Partners**

Proposals in this category strengthen the existing institutional partnerships of OHIO. To that end, only projects that involve the pre-identified institutional partners are eligible for funding. Preference will be given to proposals that are innovative, target strategic priorities of both Ohio University and the partner institution, and have potential for long-term outcomes. For the purpose of the PGE Fund, the international institutional partners are:

* Malaysia as a country
* Chubu University, Japan
* Leipzig University, Germany
* Pontifical Catholic University of Ecuador, Ecuador
1. **Selected** **Regions and Countries of the World**

Current data shows that faculty and student mobility at OHIO is concentrated in Europe. The proposals in this category must enhance opportunities for OHIO to engage in regions that are not in Europe. Proposals may include research and creative activities, education, experiential learning, and/or student recruitment and alumni initiatives.

1. **Excellence and Innovation**

Proposals in this category are expected to contain ideas and objectives to be developed internationally (excluding the U.S. but including U.S. Territories). This is an open category where there are no boundaries and restrictions. Proposals should have ideas that are game-changing, impactful and sustainable.

**ELIGIBILITY**

Faculty and administrative staff on all OHIO campuses are eligible to participate as a Principal Investigator (PI) or a Co-Investigator (Co-I) in any field of study. The awards are primarily for tenure-track or tenured faculty who have been at the university at least two years, or for benefits-eligible, permanent administrative staff or non-tenure track faculty who have been at the university at least two years. Priority will be given to early career faculty who are in the first 10 years of their academic appointments.

* The PI of a PGE Fund project is expected to be an employee of OHIO for the entire award period.
* Co-Is are not required to be OHIO employees.
* Administrative staff or non-tenure track faculty who are interested in participating as a PI must have an OHIO tenure-track or tenured faculty member as a Co-I.

**LANGUAGE ACQUISITION**

In this increasingly integrated global community, the ability to communicate in multiple languages is becoming more and more important. Applicants are encouraged to use the PGE Fund to support foreign language acquisition by participating faculty, administrative staff, and students if applicable. Any language training is an allowable expense as long as it is relevant to the project. The goal is to foster an environment that promotes language learning at all levels and to increase the multilingual and intercultural capacity of OHIO.

**AWARD SIZE & TERMS**

Funding requests for a project can range from $5,000 to $20,000 per proposal for a period of 18 months. Matching funding is welcome but not required from internal or external partners, unless the project cost exceeds the allowable budget from this program. (Note: proposals will not be evaluated on the basis of matching fund commitments.)

Awards will be made in spring 2020, to be used immediately upon account establishment and no longer than 18 months from the start date. Applicants should assume that the project will begin no later than April 15th, 2020. The award is intended to support the costs of conducting clearly defined activities, including (but not limited to):

1. International travel and living expenses
2. Language training by participants, as required
3. Delivery of clearly defined workshops
4. Project-related expenses
5. Temporary research assistants, translators, or transcribers

Some other terms for the award include:

1. Participation of partner/collaborating international institutions can be included in the budget request.
2. No awards will be made to subsidize travel and expenses for attendance and participation at professional conferences and meetings, or to provide salary subsidies or course buy-outs.
3. This funding should not be a duplication of other internal or external funding for the same proposal.
4. Funding can be used to enable undergraduate and graduate student participation if they are strongly linked to the success of the project but will not cover academic tuition and/or fee waivers except for language training.

**DELIVERABLES**

Within 18 months of the last day of the grant, all proposal activities should lead to at least one of the following deliverables:

1. Submission of an article manuscript to a peer-reviewed journal or similar peer-reviewed publication;
2. Submission of an exhibit or performance to a peer reviewed venue;
3. Proposal submission to, or receipt of an external grant;
4. Proposal for or implementation of a new program for education (on campus, virtual, and/or Collaborative Online International Learning); research & creative activity; study away; international recruitment or other related activities.

In the spring or fall term following the completion of the award (e.g., Spring 2022 or Fall 2023), the awardees will be asked to provide a public lecture presenting their work, results and preliminary findings.

The awardees are expected to submit a final report within three months of the end of the grant that describes the project goals and program description, significant outcomes, discoveries, experiences, results, lessons learned, and recommendations to improve the PGE Fund.

**PROPOSAL FORMAT**

The proposals must be **double-spaced and use standard size 12-point type** that is clear and legible. Figures, charts, tables, legends, and footnotes may use a smaller font size and may be single-spaced, but all text and graphics must be clear and readily legible. Applicants must use one of the following fonts: Arial, Helvetica, Georgia, or Times New Roman. Margins must measure one inch (1") or greater on all sides.

Bibliography, CV, budget and justification, and other materials may be single-spaced in a legible typeface. Margins should measure one inch (1") or greater on all sides.

Questions concerning the proposal preparation process should be directed to globalaffairs@ohio.edu.

**\*\*Please Note: The committee has the right to return without review any proposals that do not conform to these format requirements.\*\***

**PROPOSAL SECTIONS**

Each proposal must include the following items, in the order listed. Pages should be numbered to facilitate the review process.

|  |  |
| --- | --- |
| * Cover Page
 | Use PGE Fund Form |
| * Checklist
 | Use PGE Fund Form |
| * Executive Summary
 | 1 double-spaced page |
| * Project Description
 | 10 double-spaced pages |
| * **Metrics for Evaluation and Expected Outputs and Outcomes**
 | 5 double-spaced pages |
| * Bibliography (if applicable)
 | 3 pages |
| * CV for each proposing PI and Co-I(s)
 | 2 pages per person |
| * Budget and justification
 | No limit specified |
| * Description of participating collaborators and institutions/agencies in the site/country-(ies) (if applicable)
 | 2 double-spaced pages |
| * Supporting letter(s) from participating international partners/institutions (if applicable)
 | Max. 1 page for each letter; Max 10 pages total |
| * Appended Materials
 | Max. 10 pages |

1. **Cover Page** (Use provided form)
	1. Prepare a cover page (see Appendix 1). Signatures must be obtained and are required on the submitted proposal. The cover page must be the first page of the proposal. Do not provide any other covers or binders.
2. **Checklist** (Use provided form)
	1. Prepare and sign the PGE Fund checklist (see Appendix 2). The goal of the checklist is to affirm that all sections are included and compliant with formatting guidelines.
3. **Executive Summary** (1page maximum, double-spaced, 12-point font, and 1” or greater margins on all sides)
	1. The Executive Summary should include a brief description of the nature of the project, importance of the results, and a brief overview of how it will be done, including the timeframe.
4. **Project Description** (10 pages maximum, double-spaced, 12-point font, and 1” or greater margins on all sides)
	1. The project description should include a description of the nature of the project, importance of the outcomes, and a brief overview of how it will be done, including the project timeline. To accommodate the varied backgrounds of the committee members, the proposal should be written in language understandable by an informed layperson. Avoid the use of discipline-based jargon.
	2. This section could include:
		1. Problem Statement: Problem to be addressed and its significance relative to the current state of the field or existing best practices.
		2. Proposed activity and purpose of funding. Describe how the proposed activity addresses the problem statement.
		3. Brief description of work plan.
		4. The role and expertise of project team and the collaborator(s) if proposing to collaborate with faculty or staff at OHIO or another organization. If student support is requested, describe the role of the students on the project.
		5. Durable Impact/Sustainability after the grant.
5. **Metrics for Evaluation and Expected Outputs and Outcomes** (5 page maximum, double-spaced, 12-point font, and 1” or greater margins on all sides)
	1. This section provides the following:
		1. Metrics for evaluation of progress (during the award period, at the conclusion of the award period, and post award, demonstrating durable impact).
		2. Expected outputs, outcomes and significance: what defines success and how will it be evaluated/demonstrated?
6. **Bibliography** (3 page maximum, at least 1” margins on all sides, no spacing or font requirements)
	1. A short bibliography should be presented whenever appropriate for the proposed activity. A carefully selected bibliography can strengthen a proposal by indicating to the reviewers that the applicant is aware of significant and current literature in the field. If appropriate to the discipline, an annotated bibliographic essay may be prepared, but it should include sufficiently detailed citations for the references listed. Bibliographies that are obviously lifted en-bloc from a dissertation or other publication are a disservice to the proposal.
7. **CV** (2 page maximum per person, 1” or greater margins on all sides, no spacing or font requirements)
	1. Include the following information for each of the applicant(s) and key personnel:
		1. General information: Name, highest academic degree, position and duration at the University, other professional positions and terms of service, experience, and accomplishments.
		2. Relevant publications, conferences, or creative activity
	2. Accomplishments, publications, creative activity, and papers presented within the last five (5) years only should be provided in this section. Also, only include memberships, participation in workshops or conferences, courses taught, scholarships, or committee memberships if they have direct relevance to the proposed project.
8. **Budget and Justification *(1” or greater margins on all sides; no page, spacing, or font requirements)***
	1. **Budgetexpenditures *encumbered before award notification* *will not be reimbursed.***
	2. Evidence that the requested funding is not a duplication of external or internal funding **must** be provided.
	3. Include the budget breakdown by line items, total budget request amount, sources of matching funds (if applicable), and budget justification. Funds may be requested for student wages, equipment, supplies, travel, and other bona fide project expenses. All project expenses that will be covered with sources other than PGE funds should be clearly identified.
		1. The maximum award is $20,000.
		2. The budget should provide a breakdown of individual budget items. For example, applicants should provide a list of project supplies, and travel requests should be broken down by ground transportation, airfare, parking, and other expenses. Applicants should show the total cost and cost per unit (e.g., hotel cost x number of nights). Without sufficient details, funding may be reduced.
		3. All budgetary items should be justified as to their relevance to the project. Without sufficient justification, items may be reduced or eliminated.
		4. Applicants are reminded that all equipment, reference materials, and supplies purchased with the award remain OHIO property.
	4. Categories of budget items include:
		1. **Consumable Supplies:**
			* Enter dollar amount of requested funds. Provide adequate detail so that a person knowledgeable in the field of the proposed project can assess the request. If the budget item is a common consumable supply generally available in most laboratories, offices, or studios, please justify the purchase with the award.
		2. **Travel:**
			* Enter dollar amount of requested funds. Travel expenses **must** be broken down into transportation, meals, lodging, and any other categories, and the basis for the figures **must** be provided. Travel support will be provided only for the furtherance of the proposed project.
			* Support for attendance at short courses, symposia, conferences, or other activities of a professional development nature is not allowable. Courses for language acquisition are allowable.
			* Costs for a passport are ineligible but visa and immunizations are allowable.
			* For domestic travel: Meal expenses and hotel rates will be reimbursed according to the U.S. General Services Administration per diem rates found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).
			* For international travel: Meal expenses and hotel rates will be reimbursed according to the U.S. Department of State per diem rates found at<http://aoprals.state.gov/content.asp?content_id=184&menu_id=78> (*unless the applicant stipulates a lower reimbursement through the Concur system).*
			* Air travel must be booked using a p-card and the Concur system through the Christopherson Business Travel (CBT) per the travel policy. Any travel reimbursements must adhere to travel policy 41.121.
		3. **Student Wages:**
			* **Under no circumstances does support for student wages or stipends include or “trigger” a tuition waiver.**
			* Student hours and pay rates should be justified based on the nature of the work being done. **Include** the following information in this section: hourly wage to be paid to the student and the number of hours to be worked; amount of semester stipend and percentage of effort (for graduate stipends); and the method for determining the hourly rate of pay. Extraordinary rates of pay will not be funded without a detailed justification. The Ohio minimum wage can be found at <http://www.com.ohio.gov/laws/MinimumWageLaws.aspx>.
			* The role and task of any personnel on the project should be defined in the **justification** and the Project Description section.
		4. **Equipment:**
			* All major items of equipment to be purchased with the PGE Fund should be listed with the estimated cost of each item and components of each item, as applicable. Because of limited funds available, requests for equipment should be made only after a conscientious search has been conducted to **determine** whether this equipment is already on campus and available through a loan or share arrangement. The duration of use or percentage of time used, project-based activities supported with the equipment, and inability to secure the equipment through other channels should be addressed.
			* Any equipment purchased with the award is OHIO property.
		5. **Total:** Enter total dollar amount requested. The total requested may not exceed $20,000.
9. **Description of participating collaborators and institutions/agencies in the site(s)/country-(ies) where the PI and/or Co-I(S) are going to conduct the proposed initiative(s) (if applicable) (**2 page maximum, double-spaced, 12 point font, and 1” or greater margins on all sides**).**
10. **Supporting letter(s) from participating international partners/institutions (**Max. 1 page for each letter; max 10 pages total; ***no spacing, margin, or font size requirements*).**
11. **Appended Materials *(10 page maximum; no spacing, margin, or font size requirements)***
	1. **All appended materials must be submitted electronically, unless otherwise approved prior to submission.**
	2. All materials included in the Appendix should be referenced in the Project Description section.

**PROPOSAL SUBMISSION**

1. **Submit one (1) electronic copy** of the entire proposal (with required signatures) no later than 5:00 p.m. on the deadline date to the Office of Global Affairs (globalaffairs@ohio.edu) with a subject header of “Presidential Global Engagement Fund Proposal."
2. All proposals must be a **single file** in Adobe Acrobat format and must contain the entire proposal, including all appendices, unless authorized prior to the deadline.
3. If there is anything about your proposal that requires special handling or consideration, it is essential that you contact the Office of Global Affairs (globalaffairs@ohio.edu) for approval prior to submission.

**DEADLINE**

The full proposals are due on January 31, 2020, 5:00 p.m. EST.

**REVIEW OF PROPOSALS**

Proposals will be evaluated by the PGE Fund Review Committee, chaired by the Vice President of Research and Creative Activity and a member of the University of International Council. One of the Committee members will be designated as a diversity advocate who will help ensure a fair process for all applicants.

Proposals will be reviewed with the assistance of persons at OHIO or elsewhere who have expertise in the area of proposed projects. The following criteria, as well as other factors as special circumstances dictate, are considered in the proposal review:

* Resulting in internationally visible outputs and/or outcomes.
* High quality of the proposal and the proposed project.
* Projects must be sustainable after the project funding period.
* Projects that require international engagement with one or more countries.
* Projects that can reasonably be accomplished with available funds.
* Projects that align with the University’s goal of supporting scholarship and promoting global engagement with international partnerships.

**ANNOUNCEMENT OF THE RESULTS**

Successful proposals will be recommended to the President by the PGE Fund Review Committee following a thorough review of all proposals. The recipients of the fund will be announced in March 2020, subject to revision if necessary.

**REPORTING REQUIREMENTS**In the spring or fall term following the completion of the award (e.g., Spring 2022 or Fall 2023), the awardees will be asked to provide a public lecture presenting their work, results and preliminary findings. In addition, a final report that describes significant outcomes, discoveries, experiences, results, lessons learned, and recommendations to improve the PGE Fund must be submitted within three months of completing the project.

**CONTACT**

Contact the Office of Global Affairs at globalaffairs@ohio.edu with any questions regarding the PGE Fund and/or proposal submission.



**APPENDIX 1. COVER PAGE**

**A PROPOSAL TO THE OHIO UNIVERSITY**

**PRESIDENTIAL GLOBAL ENGAGEMENT FUND (2019-2020)**

|  |  |
| --- | --- |
| **TITLE OF PROJECT** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PRINCIPAL INVESTIGATOR** | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Department/ Administrative Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| CO-INVESTIGATOR 1 (if applicable) | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Department/ Administrative Unit/Partner Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| CO-INVESTIGATOR 2 (if applicable) | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Department/ Administrative Unit/Partner Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| \*Add an additional page if there are more than 2 Co-Investigators.  |
| **AWARD CATEGORY** (Choose at least one, more only if applicable)☐ International Research & Creative Activity☐ International Institutional Partners☐ Selected Regions and Countries of the World☐ Excellence and Innovation | **PROJECT FOCUS** ☐ Research and Creative Activity☐ Education☐ Experiential Learning☐ Recruitment☐ Alumni Relations☐ Other ( ) |
| **BUDGET**: Total Request | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(May not exceed $20,000) |
| NAME OF **PARTNER(S), INSTITUTION(S)** PARTICIPATING IN THE PROJECT (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **COUNTY(IES)** INVOLVED | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IRB AND IACUC APPROVAL:** To ensure that the University is in compliance with all federal regulations, complete the checklist below. Note: your proposal can be approved prior to IRB or IACUC approval, but funding will be withheld until notification of approval or exemption. If approval is pending, put “pending” for the approval number.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Yes*** | ***No*** | ***Office of Research Compliance*** | ***Policy #*** |
|  |  | Human Subjects in Research (including surveys, interviews, educational interventions):Institutional Review Board (IRB) Approval #:Expiration Date: | 19.052 |
|  |  | Animal Species:Institutional Animal Care & Use Committee (IACUC) Approval #:Expiration Date: | 19.049 |

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|  |

**SIGNATURES:**

|  |  |
| --- | --- |
| **PI Signature** | **Chair/Director’s Signature** |
| Signature |  | Signature |  |
| Name |  | Name |  |
| Unit |  | Unit |  |
| Date |  | Date |  |
| **Dean’s Signature** |
| Name |  | Signature |  |
| College |  | Date |  |

**

**APPENDIX 2. CHECKLIST**

**Title of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OHIO UNIVERSITY PRESIDENTIAL GLOBAL ENGAGEMENT FUND PROPOSAL CHECKLIST**

Applicants **must** complete and sign the checklist. The checklist should be included as the second page of the application (following the cover page).

|  |  |
| --- | --- |
| □ Cover Page | Use PGE Fund form |
| □ Checklist | Use PGE Fund form |
| □ Executive Summary | 1 double-spaced page |
| □ Project Description\* | 10 double-spaced pages |
| □ Metrics for Evaluation and Expected Outputs and Outcomes | 5 double-spaced pages |
| □ Bibliography (if applicable) | 3 pages |
| □ CV (PI and Co-Is) | 2 pages per person |
| □ Budget and Justification | No limit specified |
| □ Description of participating collaborators and institutions/agencies in the site/country (ies) (if applicable)  | 2 double-spaced pages  |
| □ Supporting letter(s) from participating international partners/institutions  | Max. 1 page for each letter; max 10 pages total |
| □ Appended Materials (if applicable) | Max. 10 pages |
| □ Electronic copy of proposal | Single Acrobat file, containing entire proposal and required signatures |

\* These sections should be written in language understandable by an informed layperson to assist the committee in its review.

**Please note:** **The committee has the right to return without review any proposals that do not conform to these format requirements.**

Name of Principle Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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