



Policy on Funding Requests and Deadlines 2011-2012 Academic Year

The Center for Global Education announces the following policies with regard to the distribution of funds from the CGE budget for the 2011-2012 academic year:

I. Amounts & Application Deadlines:

- a. All requests for funds above \$2,000 must be made prior to the beginning of the annual budget cycle (June 1, 2011).
- b. Requests for funds between \$500 and \$2,000 must be received by June 1, 2011 (for the fall semester 2011) and December 15, 2011 (for the spring semester 2012), respectively.
- c. Requests for amounts less than \$500 are considered on a rolling basis, subject to the availability of funds. Early applications are strongly encouraged.

Please Note: Special rules and deadlines apply for program development site visit travel grants.

II. Funding Purposes:

- International program development.
- Developing faculty “international competence.”
- Co-sponsorship of international programs & events on campus (lectures, symposia, conferences, workshops, etc.)

Please note: The CGE generally does not:

- fund faculty research
- subsidize individual students
- support staff or adjunct faculty
- subsidize programs that have their own budgets

III. Procedures and Documentation:

All requests for funding, regardless of the amount involved, must be accompanied by a written statement of purpose, including a rationale for using CGE funds, and by a budget for the proposed activity, including a list of all other sources of funding received or sought (if any).

All requesters of funds are encouraged to consult with the director of the Center for Global Education as early in the planning process as possible. The earlier in the budget year that requests are submitted, the greater is the likelihood that they will be funded.

Upon the conclusion of the program, event, or activity, requesters must submit a report to the CGE detailing the outcomes of the sponsored event or activity and account for all expenses using the form at the following link: <http://www.jcu.edu/global/PDF%20Files/CGE%20Reimbursement%20Policy.pdf>