Grant for Department/School Strategic Initiatives – China

DEADLINE: February 14, 2014

Purpose
This grant is an opportunity for Rutgers academic departments/schools to develop and expand connections, programs, and collaborations with partners in China. Recipients are expected to work with their department/school to develop a strategic plan for departmental/school engagement with China over the next 3-5 years. The grant recipients should be committed to leading the formulation and implementation of the strategic plans as developed.

Availability
The grant is administered through Rutgers China Office (RCO), a unit of the GAIA Centers. Since the funding is generated through external resources, the number and size of grant each year will be contingent upon the RCO budget as well as the quality of the applications. For the 2013-2014 academic year, RCO anticipates offering approximately five awards of up to $10,000 each.

Eligibility
1. The proposal must have the support of a Rutgers academic department, and the approval of the dean of the school.
2. A project leader needs to be a full-time faculty member selected by his/her department/school to lead this initiative. The project leader should be someone who has made significant contribution to advancing his/her department’s outreach, exchange activities, and Rutgers’ overall reputation in China. The project leader must be willing and able to lead the development and implementation of the strategic plan in order to advance his or her department/school’s China initiatives.

Application and Deadline
All applications should include:
1. 2 page China strategic plan endorsed by the department/school, and approved by the dean of the school, specifying proposed activities, project timetable, and the intended impact for the next 3-5 years
2. Department/school nomination letter that explains the project leader’s contributions to its China initiatives
3. CV of the Principal Investigator
4. Detailed budget and budget narrative. Please see attached budget guidelines for details regarding expenditures that may or may not be charged to the grant.

Applications should be submitted to the Rutgers China Office no later than February 14, 2014. They will be reviewed by the RCO’s scholarship committee, which will evaluate the impact of the strategic plan for the particular department/school and award the recipient. The winners will be announced by April 1, 2014.
Final Report
The grant may be spent over a two-year period and must be used by February 1, 2016. The grant recipient is expected to submit a final report (5 page maximum) by April 1, 2016, clearly outlining the department/school new accomplishments, and more importantly, the outcomes and impacts of the departmental strategic plan. Final budget reports must be submitted along with a budget narrative that details how the grant funds were used.

RCO’s Scholarship Committee
The Scholarship Committee is part of RCO’s Advisory Council. The committee is comprised of five members from current council members.

Other Information
For any questions regarding the grant, please contact Dr. Jeff Wang, Director of Rutgers China Office and Special Assistant to Executive Vice President for Academic Affairs jwang@gaiacenters.rutgers.edu or 848-932-3065.
Guidelines for Preparing Grant for Department Strategic Initiatives – China Proposal Budgets

Please adhere to the following guidelines and explanations when preparing your proposal budget:

General Information

1. **Please use the attached Excel budget form when submitting your proposed budget.** In addition, please attach a statement explaining items within your budget.

2. Oversight and budgetary control will reside with your collegiate department or appropriate Dean’s Office. Please consult with these offices when developing your budget proposal. Expenses and costs must comply with all relevant university policies, and state and federal regulations.

3. Budgeted categories must include only one-time costs. Rutgers China Office funds are temporary, and may not be used for permanent on-going costs.

4. Two-year projects are allowable. Please explain which activities and expenses are planned for which year in your project description, or attach a separate budget narrative to the budget form.

5. Funds not spent by the end of the fiscal year will automatically be carried over into the next fiscal year.

When costing out your award, watch for unanticipated or “hidden” costs. For instance, if conferences, workshops, presentations, and other avenues for dissemination of research are planned, consider the costs of visa applications, vaccinations, supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant’s agreement and purchase order are needed from Purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from these resources for any such unanticipated expenses.

6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the grant. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant. Purchase of equipment, and/or any capital expense, for installation and/or use in a non-Rutgers facility are not supported by this grant. Transfer of Rutgers funds to a non-Rutgers entity/person is not supported by this grant.
6. Hourly payment of certain classes of employee\(^1\) is allowed under the grant. However, faculty, post-doctoral fellow, and TA/GA salaries, including summer salaries, may not be charged to the grant. Neither are student aid or student tuition and fee costs allowable. Costs associated with purchase of equipment or software or facilities renovations may not be charged to the grant.

**Notes on Personnel Budget Category**

No **permanent** hiring may be done with these funds.

\(^1\) These may include non-work-study hourly student employees, legacy-Rutgers Class 4 casual or seasonal employees, or legacy-UMDNJ temporary full-time or temporary part-time employees. All applicable HR policies and regulations must apply.
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Proposal Cover Sheet

Proposal Title:

Project Director:
Name:
Affiliation:
Signature:
Email:
Phone:
Campus Address:

Principal Investigator:
Name:
Affiliation:
Signature:

Chair of the Department
Name:
Affiliation:
Signature:

Dean of the School
Name:
Affiliation:
Signature:

Total Project Request:

Please attach a detailed and concise description of the proposed activities (3 pages maximum) as well as a detailed budget and budget narrative.

In addition, include below a summary/abstract (150 words maximum) of the proposed project/program in non-technical language accessible to a colleague from any other field of study, making it clear why this research/project is important.