

CALL FOR PRPOSALS

to the University of Oregon Confucius Institute for Global China Studies

for events that happen during Calendar Years 2018-19

The UO Confucius Institute is able to provide funding to support events on and off campus.

The Institute especially encourages proposals of the following types:

- Proposals for public programs that improve understanding of Chinese language and culture (lectures, films, workshops, conferences and instructional components).
- High-visibility, high-impact proposals that attract audiences across campus and the community, or that involve collaboration with other Confucius Institutes.
- Projects that involve transnational networks, the global circulation of Chinese culture, China's global presence or impact, or other elements that consider China beyond an “area studies” approach.
- Projects that connect China specialists to non-specialists in relevant areas across campus. Proposals with matching funds, or those that are likely to generate 50% matching funds.

The more complex the proposal, the more it is necessary to have clear budgeting.

Proposal Format (use form below)

Application period for Calendar Years 2018-19

If you plan to apply for funding of events through the UO CI please note that we have slightly revised the application process for 2018-19 and beyond to make the application process easier.

Since UO and HANBAN operate on different fiscal calendars, we realize that CI sponsored events planned for winter and spring terms can encounter difficulties in planning.

The annual approval period through HANBAN for applications for funding of events or projects through Confucius Institutes worldwide lasts from January to May/June (and in some cases into the summer). It is usually in May that the UO CI receives the final approval notices.

While we usually receive a pre-approval around mid-April, events planned for winter and spring terms often encounter a waiting period. In order to avoid the insecurity related to funding we encourage applicants to plan ahead and send applications 18-24 months ahead.

Example: If you plan an event for Calendar Year 2018 or for winter/spring term 2019, please apply for these events NOW. This will ensure that the UO CI board will review both events in the winter and send the proposals to HANBAN for their approval.

Please include the following information in your proposal:

1. A **cover sheet** with
 - The name, title, department and email contact information of the applicant; approximate date and preferred location of event
 - The title of the planned event and a brief explanation of the purpose of the event under consideration in connection with the Confucius Institute mission
2. A **description/introduction** of the purpose of the proposed event or speaker, explanation of format (conference; workshop; lecture; reading), content relevance/connection to the UO CI, targeted audience; expected number of participants if possible
3. A preliminary **budget and indication of likely matching funds by co-sponsors.**
 - Airfare (International airfare will not be supported for the full amount)
 - Ground transportation
 - Accommodations (consider at least \$132 per night)
 - Meals (Eugene per diem rate of \$57 per day)
 - Hosted meals with faculty
 - Venue rental (please include AV costs)
 - Conference materials
 - Posters and publicity (include \$400, which covers poster, postcards, and advertising on our website, all produced by the Confucius Institute)

- Publication costs
- Honorarium
- Other costs

4. The departmental contact person who will be in charge of planning and preparing for the event in case the CI Program Coordinator is not available to perform the task.

Preliminary proposals for projects should be submitted to Emily Ridout, Confucius Institute Program Coordinator (confucius@uoregon.edu). Emily can also help with budget estimations if you need assistance.

Major conference/workshop proposals requesting a contribution of \$5,000 or above should be discussed in advance with the CI Executive Director. Proposals may be developed further after consultation with the Confucius Institute staff, prior to review by the respective committee at the beginning of fall.

The deadline for final proposals is **December 1, 2017** for events taking place in the following year.

The Advisory Board sets the direction and policies of the Confucius Institute and reviews major proposals that exceed \$5,000. The Academic Steering Committee reviews proposals for funding requests of up to \$5,000.

PLEASE NOTE that a special application form is required by Hanban for any large event that exceeds 10,000 US dollars. Please contact Emily Ridout if you need such a an application form.

Please note that the UO Confucius Institute does not provide funding for individual faculty research, UO faculty travel to conferences, external lectures by UO faculty, or presentations/lectures by UO faculty at UO.

PROPOSAL APPLICATION FORM

Title of event:

Date of event:

Name of applicant:

Title of applicant:

Department:

Email:

PURPOSE OF EVENT (Please consider Confucius Institute mission, target audience, envisioned outcome):

PROPOSAL DESCRIPTION (Please include explanation of event format and content):

BUDGET (Please include all items that apply):

Proposed funds:

Amount of matching funds secured:

Amount of matching funds sought (amount/ from which institutions):

Airfare:

Ground Transportation (may include home airport as well as Eugene/Portland airport):

Accommodations (consider at least \$132 per night):

Meals (Eugene per diem rate of \$57 per day):

Hosted meals with faculty:

Venue rental (including AV costs; venue rentals are usually not supported but can be partially covered):

Conference materials:

Posters and publicity (include \$400, which covers poster, postcards, and advertising on our website):

Honorarium:

Publication costs:

Other costs:

Please add additional information that facilitates the evaluation of your proposal by the respective review committee on a separate page.

Additional information about your proposed event: