



**CALL FOR PROPOSALS TO LEAD NEW DUKEENGAGE GROUP PROGRAMS IN 2018**  
**Submissions Due: August 14, 2017**

**Our Mission**

***DukeEngage empowers students to address critical human needs through immersive service, in the process transforming students, advancing the University's educational mission, and providing meaningful assistance to communities in the U.S. and abroad.***

**WHO WE ARE**

DukeEngage provides funding, training and support for up to 435 Duke undergraduates annually who have completed at least two semesters, are in good standing and who wish to pursue a full-time summer intensive civic engagement experience in partnership with a U.S.-based or international community. Through DukeEngage, Duke students can apply what they have learned in the classroom to address issues of concern identified by partner communities.

Civic engagement is a broad term that can include everything from volunteer service to democratic participation. DukeEngage has supported student projects in communities around the world ranging from working in local schools and assisting with disaster recovery to working with international human rights organizations and conducting HIV/AIDS education, outreach and prevention. What connects each of these experiences is that they involve individuals and groups tackling issues of public, even global, concern. ***The most important avenue for Duke student engagement is participation in programs built and overseen by Duke faculty.*** Experiencing civic engagement with members of the Duke community is central to our mission of helping students connect their DukeEngage summer to their academic experience at Duke.

**Our Values**

***We are guided by five core values as we connect Duke University undergraduates with U.S.-based and international communities in meaningful service partnerships. These core values inform everything that we do.***

1. DukeEngage values education through immersive civic engagement as the fundamental goal of our work.
2. DukeEngage values community driven service with our domestic and international community partners as a means to addressing pressing human needs.
3. DukeEngage values students who pursue their service with humility, respect and curiosity and who seek to understand how global inequalities shape our world.
4. DukeEngage values ongoing service by its participants to local, national and international communities.
5. DukeEngage values responsible stewardship of financial, environmental and human resources.

## **PRIORITY ISSUES**

DukeEngage will consider proposals that respond to a wide-range of pressing societal concerns and issues. However, for 2018, DukeEngage has identified the following strategic priority:

***Programs engaging students with community-based organizations that improve human welfare, development and health through the application of new information, communications or engineering technologies in the US or abroad.***

## **PROPOSAL GUIDELINES**

Each summer, up to 40 DukeEngage programs take groups of Duke students to places in the United States and around the world where their civic engagement experiences will contribute tangible benefits to local community partners. All service placements are a minimum of eight weeks in duration and are structured so that students will come to know the place where they are living by learning the local culture and, in some cases, languages, customs and norms. With these objectives in mind, DukeEngage experiences should include a full-time (35-40 hours per week) placement with a nonprofit, community-based organization, such as a social welfare or advocacy group, foundation, charity, school, social venture, or governmental agency. Placements might include individual assignments spanning several nonprofits within a geographic area or one single project where all students are fulfilling a need identified by a community group or organization. The DukeEngage student experience may include language training and cultural enrichment and immersion activities such as a dinner and discussion with a guest speaker and/or other cultural events relevant to the program's learning objectives.

While the mission of DukeEngage is to support civic engagement experiences that involve direct service, projects with a research component will be considered for support under the following conditions: (1) the research goals and plans are developed in collaboration with a community partner, and (2) the results of the research will be provided to the community partner and disseminated to the larger community in order to contribute to the public good. Final approval of projects with a research component is contingent upon Duke's Institutional Review Board approval.

Faculty must consult with DukeEngage staff for preliminary review and guidance prior to submitting the final proposal. In our experience, collaboration with DukeEngage staff results in programs with fewer first-year implementation issues. Faculty may submit only one program proposal per academic year. Faculty leaders are compensated for their work on the program. Please contact Dr. Eric Mlyn, Executive Director of DukeEngage, for further details.

## **PROJECT SELECTION**

Projects will be evaluated across a number of criteria, including the following:

- Does the project engage Duke students in immersive service and/or [community-based research](#) opportunities that allow them to learn and grow and also make tangible contributions to the communities with which they volunteer?
- Is it clear that the community partners have helped identify the proposed project plan? Does the proposal include letters of support from community partner placement sites?
- Does the project serve populations in a [distressed community in the US](#) or abroad with

- clearly identifiable needs that will be addressed through students' volunteer service?
- Does the project hold the promise of sustainable (multi-year) partnerships with community-based organizations?
  - Does program leadership possess experience and professional networks in the location?
  - Does the proposed project engage students in service that complements Duke's signature interdisciplinary curricular initiatives, e.g., Bass Connections, or is integrated into an academic major/minor/certificate, including the approved experiential certificates? We are particularly interested in projects that engage an academic department or cross-disciplinary faculty with shared leadership responsibilities.
  - Does the proposal identify learning outcomes for DukeEngage students?
  - Does the proposed project site contribute to DukeEngage's geographic portfolio by offering a new location or one that helps us to meet one of [our identified strategic goals](#)?
  - Is the per student cost of the program reasonable relative to the cost of similar DukeEngage programs?
  - Are the costs associated with providing reasonable safety measures for the program at the proposed DukeEngage site feasible?
  - Is the project consistent with DukeEngage's mission and values (see page i-ii)?
  - Does the project advance the 2018 programming goal?  
*Programs engaging students with community-based organizations that improve human welfare, development and health through the application of new information, communications or engineering technologies in the US or abroad.*

If your proposal is accepted, DukeEngage will work with you to develop a more detailed budget based on available funding and a program profile during our participant recruiting period.

A committee appointed by DukeEngage Executive Director Eric Mlyn will review all submitted proposals.

Applications are due no later than **Monday, August 14, 2017 at 5:00 p.m. EDT**, and should be submitted by e-mail to [eric.mlyn@duke.edu](mailto:eric.mlyn@duke.edu). Funding decisions and notification of project acceptance will be made the week of September 4, 2017.

### **QUESTIONS?**

Please contact Eric Mlyn, 919-668-1724, [eric.mlyn@duke.edu](mailto:eric.mlyn@duke.edu) with any questions.

## **PROGRAM PROPOSAL**

Please enter the requested information in the proposal template below and send your finished proposal to Dr. Eric Mlyn ([eric.mlyn@duke.edu](mailto:eric.mlyn@duke.edu)) by Monday, August 14, 2017.

### **I. Program Overview**

**Title of Program**

[Click here to enter text.](#)

**Name(s) of Leading Faculty,  
Duke Department, Center or Institute**

[Click here to enter text.](#)

**Sponsor Telephone Number**

[Click here to enter text.](#)

**Sponsor E-mail Address**

[Click here to enter text.](#)

**Program Location**

[Click here to enter text.](#)

**Project Timeframe (mid-May through  
August: 8 week/56 day minimum)**

[Click here to enter text.](#)

**Proposed Number of Students\*  
(minimum of 8, maximum of 16)**

[Click here to enter text.](#)

*\* Most programs chose to enroll 8 students in their first year and grow in subsequent summers.*

### **II. Initial Program Description**

**Briefly describe the civic engagement program you envision (250-500 words).**

[Click here to enter text.](#)

**Briefly list the likely or proposed community partners for this program.**

[Click here to enter text.](#)

**Provide an overview of proposed project(s)/volunteer service assignments (250 words max.).**

[Click here to enter text.](#)

**Briefly describe the community in which you will be working (250 words max.).**

[Click here to enter text.](#)

**Describe the community need(s) which the project(s) addresses**

*Example needs: pre-K literacy program; access to maternal medicine; expanded school capacity*

[Click here to enter text.](#)

**Describe the community assets on which the project(s) builds**

*Example assets: a government grant to the community partner; a new school building; increased youth participation in the local economy; prior experience with volunteer training/management*

[Click here to enter text.](#)

**Describe the anticipated benefits of the program to the community**

*Example benefits: increased school attendance; completed needs assessment survey; completed young entrepreneurs curriculum*

[Click here to enter text.](#)

**Describe the time period for the program. (Check one.)**

☐ Each summer, annually

☐ Biennially

☐ Other: [Click here to enter text.](#)

How does the proposed program align with DukeEngage's mission, values and 2018 priorities (see pages i-iii)? (100 words max.)

[Click here to enter text.](#)

Proposed student learning objectives for this program (List at least two.)

*Example student learning objectives: students will be able to work with self-reliance in a new community; students will understand and respect the values and beliefs of others; students will apply their skills and knowledge to community problem-solving; students will reflect on the linkages between civic participation and political participation; students will learn first-hand about service-related careers, etc.*

[Click here to enter text.](#)

### **III. Undergraduate Curricular Connections**

***A critical goal of DukeEngage is to clearly identify for undergraduates the connections between their DukeEngage experience and their course of study.***

If known, list the pre-departure or post-program curricular opportunities relevant to the program you are proposing:

**Coursework** [Click here to enter text.](#)

**Mentored House Courses** [Click here to enter text.](#)

**Experiences such as research, independent study, etc.** [Click here to enter text.](#)

***Accepted programs will also be required to develop a library guide in collaboration with Duke subject librarians.***

### **IV. Student Pre-Departure, Orientation and Re-Entry Activities**

**Pre-departure.** *Program leaders are required to host at least two (2) pre-departure meetings or activities to help students prepare for the experience.*

*Example activities can include an independent study on the host community, Skype sessions with community partners or host families, a house course, an assigned reading and discussion session, etc.*

Briefly describe the proposed pre-departure activities and sessions in which students must participate prior to the program (100 words max.).

[Click here to enter text.](#)

**Local Orientation.** *Program leaders are required to conduct a local orientation to help students adjust safely and respectfully to local culture.*

*Example activities can include a review of local laws, safe use of local transportation, and cultural norms and expectations, etc.*

Briefly describe the proposed local orientation in which students will participate once they arrive at the program location (100 words max.).

[Click here to enter text.](#)

**Re-entry.** *Program leaders receive funds to host re-entry events once during the fall semester following DukeEngage. Events can include reflection dinners or activities, such as purchasing tickets to a related event, attending a lecture, viewing an art exhibit or theater performance, etc. that help*

*students continue to understand their service and its impact, as well as participation in the courses, house courses and experiences listed above.*

#### **V. Community Partner Organizations**

*Community partner organizations and their staffs are co-educators in DukeEngage programs and projects. Their local area knowledge and expertise are critical to the success of summer programs. Community partner organizations chosen for programs should be able to provide appropriate full-time volunteer service (35-40 hours per week for 8-10 weeks).*

Please provide the following required information about each of your proposed community partners.

- Name, address and website for the organization
- Name, email address and phone of the staff person likely to supervise students OR liaise with your program
- Proposed types of volunteer service (e.g.: tutor, neighborhood canvasser, web designer, etc.)
- Your previous relationship with the organization (if any) and/or why this organization is being considered
- Is there specific training or preparation required of students, for example language training, coursework, etc.?

[Click here to enter text.](#)

If available, include letters of support or intent from your proposed community partner organization(s). The letter of support template and more information for community partners can be [found in Duke Box](#).

#### **VI. Cultural Enrichment and Immersion Activities**

*Each DukeEngage program will receive a budget of up to \$350 per student (subject to change) intended to cover the costs of transportation, food, speakers' fees or admissions associated with these activities, for the purposes of enrichment and immersion activities.*

*DukeEngage is a service and cultural immersion program. We expect you to focus on activities and outings that promote intercultural understanding and appreciation, and that address the civic engagement issues underlying your particular program. Further, we expect that you will not plan activities that are purely touristic in nature, involve the consumption of alcohol, cross national borders after arrival and during the program, or are inconsistent with the themes of your program.*

*You may not use program funds for high-risk recreational activities. Contact DukeEngage for additional information.*

Please include a list of proposed enrichment activities for your program. For each proposed activity, please provide:

- Destination: Name or location, physical address, website
- Purpose or goal of the activity
- Approximate per person cost in USD

[Click here to enter text.](#)

#### **VII. On-the-Ground Supervision and Coordination**

*DukeEngage requires that a Duke employee, either the program director or a site coordinator*

*assigned to the program, be at the service location with the students at all times. We require program directors to be on site a minimum of two weeks at the beginning of the program and up to its entirety.*

Will the program leader be able to spend at least two weeks on the ground with the program?  
(Check one.) ☐ Yes ☐ No ☐ Uncertain

*DukeEngage will assist the program director in identifying a qualified candidate with at least three years of post-college work experience, training or education for the position of site coordinator, with hiring subject to final approval by DukeEngage. Ideally, the site coordinator will already be affiliated with Duke in some way (faculty, staff, or graduate student). A candidate for the site coordinator position must be a qualified person eligible for hire to work in the United States by the University as a term-appointment employee. (Undergraduate, including graduating seniors, are ineligible to serve as site coordinators or in any other supervisory capacity at a DukeEngage site.)*

#### **VIII. Program Logistics: Housing**

**Student Housing.** Program directors are responsible for securing student housing that is available for the entire duration of the program.

Please check the proposed type of student housing

- |  |   |
|--|---|
| <input type="checkbox"/> university dormitory                    | <input type="checkbox"/> research facility  |
| <input type="checkbox"/> private apartment                       | <input type="checkbox"/> commercial hotel   |
| <input type="checkbox"/> youth hostel                            | <input type="checkbox"/> guesthouse   |
| <input type="checkbox"/> homestay/host family                    | <input type="checkbox"/> other (please describe): <a href="#">Click here to enter text.</a> |
| <input type="checkbox"/> no likely housing identified at present |   |

If you have identified a housing location, give an address for the proposed housing. If you have selected homestay, list neighborhoods or communities. If a street address(es) is not possible, give GPS coordinates or cross streets.

[Click here to enter text.](#)

Describe the overall quality and safety of the likely local accommodations you have identified.

[Click here to enter text.](#)

As known, describe the housing itself. Check one for each item below.

- |                             |   |                                      |                                 |
|-----------------------------|---|--------------------------------------|---------------------------------|
| <b>Environment:</b>         | <input type="checkbox"/> Rural  | <input type="checkbox"/> Suburban    | <input type="checkbox"/> Urban  |
| <b>Building features:</b>   | <input type="checkbox"/> Single story                                     | <input type="checkbox"/> Multi-story |                                 |
| <b>Construction:</b>        | <input type="checkbox"/> Wood   | <input type="checkbox"/> Brick       | <input type="checkbox"/> Cement |
|                             | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |                                      |                                 |
| <b>Potable water:</b>       | <input type="checkbox"/> Yes  | <input type="checkbox"/> No          |                                 |
| <b>Bathroom Shower (a):</b> | <input type="checkbox"/> Inside   | <input type="checkbox"/> Outside     |                                 |
| <b>Bathroom Shower (b):</b> | <input type="checkbox"/> Stall  | <input type="checkbox"/> Bucket      |                                 |
| <b>Bathroom Shower (c):</b> | <input type="checkbox"/> Private  | <input type="checkbox"/> Shared      |                                 |
| <b>Toilet (a):</b>          | <input type="checkbox"/> Flush  | <input type="checkbox"/> Latrine     |                                 |
|                             | <input type="checkbox"/> Other: <a href="#">Click here to enter text.</a> |                                      |                                 |
| <b>Toilet (b):</b>          | <input type="checkbox"/> Indoor   | <input type="checkbox"/> Outdoor     |                                 |
| <b>Toilet (c):</b>          | <input type="checkbox"/> Private  | <input type="checkbox"/> Shared      |                                 |

**Cooking (a):** ☐ Gas ☐ Electric ☐ Kerosene

☐ N/A

**Cooking (b):** ☐ Burner ☐ Stove ☐ Fire

☐ N/A

**Rooms:** ☐ Single occupancy ☐ Double occupancy

☐ The above criteria are unknown at this time.

**Describe the typical room furnishings, if known at this time.**

[Click here to enter text.](#)

**Will students be required to supply items or furnishings (e.g.: linens, cookware, wireless modems)?**

*(Check one.)* ☐ Yes ☐ No ☐ Uncertain

**If yes, please list what students will be required to bring.**

[Click here to enter text.](#)

**Which security features are available? Check all that apply.**

☐ Lockable doors (front entry, room, etc.) ☐ Lockable desk/boxes for valuables

☐ Barred windows ☐ Gated entry/gated community

☐ Security personnel on-site ☐ Uncertain

**Are laundry facilities or services available onsite for students?**

*(Check one.)* ☐ Yes ☐ No ☐ Uncertain

**Describe how students will do laundry during the program. Include approximate costs.**

[Click here to enter text.](#)

**Does student housing have reliable wireless or internet access?**

*(Check one.)* ☐ Yes ☐ No ☐ Uncertain

**Does student housing have reliable cellular phone signal(s)?**

*(Check one.)* ☐ Yes ☐ No ☐ Uncertain

**Staff Housing.** *We strongly recommend that staff locate housing near, but not with, students. All on-site program staff must reside no more than one hour from students in usual traffic conditions (note: not one hour away by geographic distance). Allowable costs for staff housing are calculated based on a percentage of the State Department recommendation for international sites and the US General Services Administration (GSA) for US programs. Please consult a DukeEngage staff member as needed. Program staff will be responsible for any security deposit required by the selected housing.*

**Do you have a proposed venue for staff housing in mind or under consideration?**

*(Check one.)* ☐ Yes ☐ No

**If known, please provide the following the proposed program director and/or site coordinator housing:**

**Street Address, GPS Coordinates or Location Markers** [Click here to enter text.](#)

**Approximate travel time to student accommodations** [Click here to enter text.](#)

**Approximate travel time to student placements** [Click here to enter text.](#)



### **IX. Program Logistics: Meals**

*Students and staff will be provided either program budget or stipend funds (based on the needs and logistics for each program) to provide for three meals each day that the program is on the ground.*

If known, over the course of the program, how will the students eat the majority of each of the following meals? (Check one for each meal.)

**Breakfast**

- |   |  |
|---|--|
| <input type="checkbox"/> Provided by lodging/homestay | <input type="checkbox"/> Cook for self |
| <input type="checkbox"/> Purchase                     | <input type="checkbox"/> Unknown       |

**Lunch**

- |   |  |
|---|--|
| <input type="checkbox"/> Provided by lodging/homestay | <input type="checkbox"/> Cook for self |
| <input type="checkbox"/> Purchase                     | <input type="checkbox"/> Unknown       |

**Dinner**

- |   |  |
|---|--|
| <input type="checkbox"/> Provided by lodging/homestay | <input type="checkbox"/> Cook for self |
| <input type="checkbox"/> Purchase                     | <input type="checkbox"/> Unknown       |

If students are required to cook for themselves, do they have access to... (Check one for each.)

- |                                      |                              |                             |                                    |
|--------------------------------------|------------------------------|-----------------------------|------------------------------------|
| <b>Market or grocery store</b>       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| <b>Potable water</b>                 | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |
| <b>Cookware (pots, pans, dishes)</b> | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Uncertain |

Are there certain food allergies or diets that will be challenging to accommodate in the local community?

- (Check one.) ☐ Yes ☐ No ☐ Uncertain

If yes, which diets or food allergies will be difficult to accommodate? Select any/all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Vegetarian  | <input type="checkbox"/> Peanuts or tree nuts |
| <input type="checkbox"/> Vegan   | <input type="checkbox"/> Fish/shellfish       |
| <input type="checkbox"/> Kosher or halal   | <input type="checkbox"/> Soy                  |
| <input type="checkbox"/> Gluten free/Celiac's disease                                | <input type="checkbox"/> Eggs                 |
| <input type="checkbox"/> Dairy free/Lactose intolerance                              |   |
| <input type="checkbox"/> Other (describe): <a href="#">Click here to enter text.</a> |   |

How will you work with students to address dietary needs and food allergies?

[Click here to enter text.](#)

### **X. Program Logistics: Transportation**

*Below please identify the primary modes of transportation to be used during the program.*

*DukeEngage has the following policies in place for all programs.*

- *In U.S.-based programs, students may elect to drive their own vehicles; however, it cannot be a program requirement for students to do so.*
- *DukeEngage does not reimburse students for mileage to or around program sites or to enrichment activities.*
- *Program staff may not ask students to drive their own vehicles or those rented by for the program for DukeEngage business.*

- *Program staff may use their own vehicles from travel to and from program sites; however, they may not drive students in their vehicles.*
- *If staff use their own vehicles, mileage will be reimbursed at the Duke University rate.*
- *All vehicle rentals must be rented using a Duke corporate card and according to Duke policy.*
- *Community partners should not provide program-related transportation for students.*

If known, what will be the primary mode of transportation for each of the following? (Check one.)

*Travel to/from the airport*

- ☐ Public transport  
☐ Driven by program leaders ☐ Taxi  
☐ Hired Program Driver ☐ Bicycle  
☐ Other (describe) [Click here to enter text.](#)

*Travel to/from placements*

- ☐ Walk ☐ Public transport  
☐ Driven by program leaders ☐ Taxi  
☐ Hired Program Driver ☐ Bicycle  
☐ Other (describe) [Click here to enter text.](#)

*If you are considering nonstandard modes of transportation (rickshaws, motorbikes, tuk-tuks, jitney cabs, etc.) for any reason, please consult with DukeEngage program or administrative staff.*

Describe any local transportation issues that could affect students and their participation in the program (e.g., road safety regulations, driving regulations, quality of transportation options, etc.)

[Click here to enter text.](#)

#### **X. Program Logistics: Communications**

*DukeEngage requires that all program participants (students and program leadership) have a cell phone with local calling capabilities during the program. For international programs, DukeEngage will provide individual students with cell phones and a minimum number of minutes for project-related calls and emergency use. DukeEngage does not pay for student or staff access to the Internet for personal use nor does it supply cell phones for U.S.-based programs.*

#### **XI. Program Logistics: Health and Safety**

*Describe any known health/safety risks or concerns associated with the location, travel and daily activities of the proposed program. Please draw on your previous knowledge, your observations at the site, and/or information available at:*

- <https://global.duke.edu/admin/travelpolicy/rrl.php>
- <http://travel.state.gov>
- <http://www.cdc.gov/>
- <http://internationalsos.com>.

Please describe:

**The healthcare available in the community (for example, clinic, hospital, trauma center, etc.)**

[Click here to enter text.](#)

**The emergency healthcare available in the community**

[Click here to enter text.](#)

The health risks travelers may encounter (for example, Zika virus, yellow fever, high pollution levels, etc.)

[Click here to enter text.](#)

What kinds of emergency transportation services are available in the local community?

[Click here to enter text.](#)

How would you access these services in case of an emergency?

[Click here to enter text.](#)

Are any of the following included in the program activities or scope or service?

	<i>Check one.</i>	<i>If yes, please explain.</i>
Travel to high altitudes (over 10,000 ft.)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Diving, swimming or boating	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Work in healthcare, or hospital or clinic settings	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Construction work and/or unusual physical exertion or activities	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Environmental hazards	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Contact with animals (including pets in homestays and stray animals)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Collection of scientific samples	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>

Will any of these risks require special mitigation when arranging the program?

	<i>Circle one.</i>	<i>If yes, please describe.</i>
Local laws and potential issues of compliance	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Crime and/or violence	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Terrorism	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Political unrest/instability	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Environmental hazards	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>
Harassment based on race, gender, sexual orientation or religion	<input type="checkbox"/> YES <input type="checkbox"/> NO	<a href="#">Click here to enter text.</a>

## **XII. Risk Management Considerations**

Is the location of your proposed project a country or region currently on the Duke restricted regions list for undergraduate travel?

*Projects may not take place in countries or regions that have been deemed unsafe by the Global Travel Advisory Committee (GTAC). See <https://global.duke.edu/admin/travelpolicy/rrl.php>.*

*(Check one.)*

☐ Yes

☐ No

☐ Uncertain

Is the location of your proposed project a country or region currently subject to a State Department travel warning or advisory?

*(Check one.)*

☐ Yes

☐ No

☐ Uncertain

If you answered "Yes" to either previous question, please explain why the restriction, warning, or advisory would not prevent DukeEngage from offering this program?

[Click here to enter text.](#)

*Once a program proposal is accepted, program directors develop a written emergency preparedness/crisis management plan for approval by the Duke Office of Corporate Risk Management. The plan will be held by the DukeEngage office and distributed to staff in the program.*

## **XIII. Preliminary Budget**

*Total budget is one important criterion that DukeEngage considers when evaluating program proposals. As you develop your program budget, please include estimated costs for the following:*

- |                                      |  |
|--------------------------------------|--|
| • orientation materials for students | • supplies (program maximum of \$200)    |
| • student lodging                    | • other anticipated, necessary expenses. |
| • ground transportation              |  |

*DukeEngage arranges airline transportation and visas. Do not include these costs in the preliminary budget. Additionally, as DukeEngage uses set sources to calculate meal and communication expenses and staff lodging, do not include those below. DukeEngage will prepare a final budget based on expenses for the admitted/allotted number of students, one program director (in most cases) and one site coordinator (in most cases).*

Working from the information you have collected, as well as your best understanding of the local economy at the proposed site, please provide a preliminary per person budget below.

<b>Category</b>	<b>Initial Estimate (pp)</b>	<b>Source for Estimate</b>
<b>Pre-departure/orientation materials</b> (e.g., books, copies, long-distance calling)	Click here to enter text.	Click here to enter text.
<b>Student lodging for the duration of the program</b>	Click here to enter text.	Click here to enter text.
<b>Ground transportation to/from airport nearest the program site</b>	Click here to enter text.	Click here to enter text.
<b>Daily ground transportation to/from service sites</b>	Click here to enter text.	Click here to enter text.
<b>Program supplies (e.g., safety equipment, classroom curricula, etc.)</b>	Click here to enter text.	Click here to enter text.
<b>Other likely expenses (please describe):</b> Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>Student enrichment</b>	<b>\$350</b>	<b>DukeEngage calculation</b>
<b>TOTAL PER PERSON BUDGET IN ABOVE AREAS</b>		
<b>Staff compensation</b>	<i>Calculated by DukeEngage</i>	
<b>Meals</b>	<i>Calculated by DukeEngage</i>	
<b>Staff lodging</b>	<i>Calculated by DukeEngage</i>	
<b>Communications</b>	<i>Calculated by DukeEngage</i>	
<b>Airline transportation to/from site</b>	<i>Paid by DukeEngage</i>	
<b>Visa fees and/or country entrance/exit fees</b>	<i>Calculated and paid by DukeEngage</i>	

If necessary for clarity, please further explain any of the line items above. For example, indicate if student lodging costs include meals.

Click here to enter text.

#### **XIV. Supplemental Materials**

We invite you to submit up to five (5) pages of supporting materials such as narrative text, photos of proposed housing, regional maps, or more detailed responses to on any of the questions in the proposal. The page limit does not include support letters from community partners.

Additionally, we ask that you include a PDF of your CV or the URL to an online copy.

#### **XIV. Completed Proposal Submission**

*A completed DukeEngage proposal will include the following items:*

- 1. The completed program proposal application*
- 2. Community partner letter(s) of support*
- 3. Pictures of or link to housing website*
- 4. Supplemental materials (≤5 pages)*
- 5. CV or link to online CV*

*Questions about the proposal process or about your specific proposal as well as the completed proposal should be sent by e-mail to [eric.mlyn@duke.edu](mailto:eric.mlyn@duke.edu). Program proposals will be accepted through 5:00 PM EDT on Monday, August 14, 2017. Funding decisions and notification of project acceptance will be made the week of September 4, 2017.*