

Call for Proposals

Confucius Institute at Cleveland State University

The Confucius Institute at Cleveland State University is calling for proposals to fund programs during the 2014 and 2015 calendar years. The Confucius Institute at CSU is able to provide funding to support events both on and off CSU campus.

The Confucius Institute at CSU especially encourages proposals of the following types:

- Proposals for programs that improve public understanding of Chinese language, culture, and business (e.g., lectures, films, workshops, conferences, and instructional components.)
- Proposals that promote Chinese language adoption for business to the local community and foster greater understanding of Chinese business culture.
- High-visibility, high-impact proposals that attract audiences across campus and the community, or that involve collaboration with other Confucius Institutes.
- Projects that connect China specialists to non-specialists in relevant areas across campus.
- Proposals with, or likely to generate, 50% matching funds.

About the Confucius Institute at Cleveland State University

The Confucius Institute at CSU was established in August 2008 and is a partnership between Cleveland State University, the Office of Chinese Language Council International (the “Hanban”), and Beijing’s Capital University of Economics and Business.

The mission of the Confucius Institute at CSU is to enhance understanding of Chinese language, culture, and business and to promote Chinese language learning for business and commerce to the local community. The Confucius Institute at CSU also serves as a bridge connecting Cleveland State University and the local business community to Chinese institutions and organizations for academic and business purposes.

Review and Approval Process

Phase I: Proposals are reviewed by Confucius Institute at CSU

The Board of Trustees of the Confucius Institute at CSU sets the direction and policies of the Confucius Institute. All proposals for funding requesting more than \$5,000 will be reviewed by the Board of Trustees. The Academic Advisory Committee reviews proposals for funding requests up to \$5,000, and makes recommendations to the Board of Trustees for approval.

Phase II: Proposals are recommended and submitted to Hanban for final approval

The Confucius Institute at CSU submits proposals approved in Phase I to Hanban for final approval. Hanban has the final say on whether to fund a proposal, as well as whether to provide full or partial funding.

Deadline

All funding proposals must be received by October 31, 2013.

Proposal Format

Application period: 2014-15

Since Cleveland State University and Hanban operate on different fiscal calendars, we realize that events sponsored by the Confucius Institute and scheduled for winter and spring semesters can encounter difficulties in planning.

The annual approval period from Hanban for applications for funding of events or projects through Confucius Institutes worldwide lasts from January to May/June. It is usually in June that the Confucius Institute at CSU receives final approval notices.

While we typically receive a pre-approval around mid-April, events planned for the winter and spring terms often encounter a waiting period before final approval. In order to avoid the difficulties related to securing this funding, we encourage applicants to plan ahead and send applications 18-24 months prior to their event schedule.

Example: If you plan an event for 2014 or for winter/spring term 2015, please apply for these events NOW. This will ensure that events will be reviewed by the Board of Trustees or the Academic Advisory Committee of the Confucius Institute at CSU this fall and sent to Hanban in December 2013 for its approval session (January-April 2014).

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 with consideration of the Confucius Institute's mission
2. An introduction/description of the purpose of the proposed event or speaker, as well as an explanation of format (e.g., conference; workshop; lecture; reading), content relevance/connection to the Confucius Institute at Cleveland State University, targeted audience, and expected number of participants if possible
3. A preliminary budget and indication of likely matching funds by co-sponsors.

Note: After the Board of Trustees approves a proposal but before the proposal can be submitted to Hanban, a detailed budget is needed.

- Airfare (International airfare will NOT be supported for the full amount)
- Ground transportation
- Accommodations
- Meals (Cleveland per diem rate of \$52 per day)
- Hosted meals with faculty

- Venue rental (please include A/V, lightning, staging, and technician costs)
 - Conference materials
 - Posters and publicity (include \$325, which covers poster, postcards, and advertising on our website, all produced by the Confucius Institute)
 - Publication costs
 - Honorarium (from matching fund *only*)
 - Publication costs
 - Other expenses
4. The departmental contact person who will be in charge in cases where the Confucius Institute will not be in charge of planning and preparing the event.

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

Proposals for projects should be submitted to Ms. Janine Handlovic, Administrative Assistant (ci@csuohio.edu). The Confucius Institute can also help with budget estimations if you need assistance.

Major conference/workshop proposals requesting a contribution above \$5,000 should be discussed in advance with the CI director (Dr. Haigang Zhou, 216-687-5421, h.zhou16@csuohio.edu). Proposals may be developed further after consultation with the Confucius Institute staff, prior to review by the Board of Trustee or the Academic Advisory Committee.

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