Introduction

This goal of this document is to address commonly asked questions regarding the BCGH (Bass Connections in Global Health) administrative, academic, risk management and financial requirements and processes.

Administrative

1. What are the reporting requirements for BCGH teams?
   a. All BCGH teams are required to submit brief quarterly reports outlining current activities, progress towards goals and any problems/concerns that have arisen during the previous three months. A template for the report can be found here:
   b. Each team is also required to submit a monthly blog post to the DGHI “Diaries from the field” blog. This responsibility should be shared across the team and collaborators and can be structured by each individual team to best serve their needs.

2. Am I required to report directly to BC central or just to DGHI?
   a. All reporting for BCGH teams is directed to DGHI, which will forward any necessary information to BC central as requested.

3. What are the expectations of me and of my team for participation in BCGH events? In BC central events?
   a. There are a number of fixed BC events that occur during the year. Faculty and student participation in these events is strongly encouraged but we recognize that not everyone can be present for all events. A calendar of those events is available from Lysa MacKeen.
   b. As BC is a newer campus initiative, there are often additional opportunities for teams to share their experience that arise as a year moves forward. We will share all of these opportunities as soon as we become aware of them and indicate if there is a strong need for theme/project representation. We will, however, keep in mind that adding additional events or tasks on short notice may be problematic given the long planning process involved in a Bass project.

4. Can I renew my project for a second year?
   a. BCGH has not established a “renewal” process for on-going projects to date. We encourage all projects that are interested to respond to the annual RFP if they are interested in continuing their activities. Theme leadership is available to meet with any project leaders to discuss their project process or ideas prior to proposal submission.
5. Are there specific deliverables/outcomes required for BCGH projects?
   a. No. All projects are expected to have measurable, shareable outcomes that may include deliverables in the form of articles, posters, websites, resource creation, etc. but there is not a specific set of outcomes or deliverables that is expected across all projects from the BCGH theme.

Academic

1. How are BC projects connected to academic programs and requirements?
   a. BCGH projects connect team research opportunities to academic programs through several channels.
      i. Projects may have a graded group independent study associated with the project. These courses have 395 and 795 course numbers for undergraduate or graduate student participation. A separate section number is assigned to each project within the GH course listings and students register through the normal course registration process.
      ii. Students may, in some circumstances, use their engagement with Bass connections to meet curricular requirements for their specific programs. This must be reviewed and approved by their departments separately from BCGH processes.

2. How can I list my project for course credit?
   a. If your project will have a BCGH course associated with it, please let the BCGH administrator know that you will need a section created and course number for your project. Once we have that set up, you’ll be able to access permission numbers for your team members to use at registration.
   b. If you are asking that your students register for an existing course as part of your project work or team preparation, please share that information with the BCGH administrator and we’ll include it in project description materials.

3. Are all team members required to register for credit?
   a. Not at this time. We do recommend that all team members have similar sets of expectations attached to their participation in the project. Teams where students have had differential expectations associated with different levels of engagement with the project have reported less team satisfaction and less overall progress towards goals.

4. Are there specific requirements regarding assessments or deliverables for BCGH student participants?
   a. If the project has credit granting coursework associated with it, an assessment plan for student participation should be outlined in the project proposal. Each project will be
expected to have deliverables associated with the team activities but these may or may not be directly tied to specific individual student activities.

Financial

1. How will my BCGH grant be managed?
   a. All projects are asked to identify the business manager who will administer the Bass funds for the project, usually the finance office/business manager for the department where the primary faculty lead is based. All teams receive a project specific fund code that is used to track and report spending.
   b. Your business manager will receive a quarterly report detailing the reported spending of your project funds. It is your responsibility to review that report and highlight any errors, questions or concerns regarding your spending and your budget.

2. Are there specific reporting requirements for the grant?
   a. Please see your award letter for any project specific reporting requirements. In general, all projects are required to submit a preliminary budget and final project budget, reflecting any changes that occurred during the life of the project.
   b. Requests for changes in allocation of funds of more than $1000 within the original budget will need approval from the BCGH Theme leader. Please submit the request via email prior to purchase or dispersal of funds.

3. What are the limitations on how the funds can be spent?
   a. At this time, BCGH funds cannot be used to support faculty salary or fringe, stipends or payments to students/partners outside of Duke without specific authorization.

4. Is pre-spending allowed if I want to start team activities before the fiscal year begins?
   a. No. Given the timeline of the BCGH projects, some teams may choose to begin communication or planning activities prior to the start of the funding period but no funds may be accessed prior to the July 1 fiscal year start date.

5. How are student-focused expenses and funds managed through BCGH?
   a. All student focused expenses should be managed through your business manager and your project fund code. Past processes used by BCGH projects include:
      i. For stipends: BCGH projects that provide stipends generally process payments to student participants through the standard payroll processes for the appropriate level of student (UG/Grad/Prof).
      ii. For travel: BCGH projects that provide travel funds to students have historically processed those payments as grants to the student through a non-compensatory process.
6. Can I make changes to my budget after the grant has been awarded?
   a. Yes – See 2b above.

7. Can I add external funds to my BGCH account/fund code?
   a. No. All changes to funding amount or status processed through your BCGH fund code need to be reviewed and authorized by the BCGH theme leadership and finance office.

8. Can I carryover unspent BCGH funds?
   a. The timeline for BCGH funds is based on the fiscal/academic year. Many BCGH projects will extend into the following summer. In recognition of this, BCGH projects are allowed to carry over funds for an additional six months. All project funds must be accounted for and reported out by December 31 of the year in which your project grant expires.

9. Is there a specific end of project financial report required?
   a. Yes. A brief final budget summary is requested that reflects any significant changes or reallocation of funds.

Risk Management

If your project includes fieldwork:

1. Are there specific requirements for participant travel? For faculty travel?
   a. BCGH student participants are required to comply with all Duke travel policies inclusive of but not limited to: registration of travel, compliance with health preparation, completion of mandatory risk management paperwork.
   b. BCGH student participants are required to attend a DGHI health/safety briefing prior to their departure for their fieldwork site.
   c. Faculty Project leaders are expected to comply with all Duke travel policies and to inform themselves of safety and risk management procedures for themselves and their team members.

2. Who is responsible for confirming compliance with travel policies?
   a. Individual project leaders are responsible for confirming compliance with travel policies for their team members. The BCGH administrator will assist all project leaders in this process.

3. Are there resources to help prepare my team for field experiences?
   a. Yes. The BCGH administrator conducts regular health/safety briefings for all travelers and is willing to provide additional field preparatory resources if needed. Faculty project directors are expected to notify the BCGH administrator of their travel plans and preparation activities.

4. Are there resources available for management of field health/security situations?
   a. Yes. Information on how to manage field situations will be shared with project leaders during the quarterly meetings. Individual concerns can be discussed with Lysa MacKeen.
If your project does not include fieldwork:

1. Am I required to complete any risk management paperwork/processes?
   a. Completion of risk management paperwork for projects where students do not travel or are not based outside of the Duke environment is not required.