

# Emory University and University of Bonn Collaborative Research Grant – 2021-22 Guidelines for Applicants

## **Purpose**

Collaborative Research Grants foster international mobility broadly. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable projects built around research linking faculty at the University of Bonn and Emory University. The research may take place in any country or region as long as it is done collaboratively. The expectation is that these initial projects will lead to or continue long-term research collaborations, institutional and research relations, and when applicable, generate publications, exhibitions, and/or external funding. Applications that include students are encouraged but not required.

In 2021-22, up to two applications will be funded (each with two principal investigators: one from the University of Bonn and one from Emory University). Each application will receive up to USD15,000 (or equivalent Euros) from their respective institution, for a total of up to USD30,000. These funds must be used for research (broadly defined) and must follow the budget guidelines below.

Please note that, due to COVID-19, all grant-related travel must adhere to Emory University and University of Bonn policies as well as local restrictions, border controls and health regulations.

## **Application Eligibility**

Principal investigators must be regular, continuing full-time faculty at Emory University. Principal investigators at University of Bonn must have completed a doctorate and be able to show proof of their employment at least until the end of the collaborative research project. Questions about eligibility should be directed to the respective institution. Past Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of their previous Halle Institute Collaborative Research Grant\* project. The due date for 2021-22 applications is **September 30, 2021**.

## **Guidelines for budgets**

The budget for each project should not exceed USD30,000 or its equivalent in Euros. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of Bonn and Emory University. **Any activities not addressed below are subject to the rules and regulations of the University of Bonn and Emory University.**

### ***Allowable expenses, Emory University:***

- no more than 20% of the budget may be used (with justification as per below) for research support other than expenses related to mobility.

- travel expenses (e.g., airfare, local transportation)
- appropriate per diems for faculty, post-docs, or full-time enrolled student team members
- *no more than 10% of the total award for the costs for hosting a seminar, conference, or workshop*
- *no more than 10% of the total award for consumables (including publication/printing costs) and/or hourly wages for full-time enrolled Emory students*

**Allowable expenses, University of Bonn:**

- travel expenses (e.g., economy airfare, train, local transportation)\*
- accommodation\*
- per diems for faculty, post-docs, or full-time enrolled student team members\*
- no more than 20% of the total award for the costs for hosting a seminar, conference, or workshop (researchers based at other German universities cannot be funded)
- no more than 30% of the total award for consumables (including publication/printing costs) and/or hourly wages for full-time enrolled University of Bonn students

\*travel expenses, accommodation and per diems according to NRW Travel Expenses Act (LRKG)

**Non-allowable expenses:**

- salaries or salary supplementation
- scholarships for students (tuition support purposes)
- course fees for international students
- computers, including laptops, (excluding access to high-performance computers or other specialized applications that are justified within the project proposal) and basic computing facilities such as printers, word processing and other standard software

**Duration and Funding Limits**

Project timelines should be clearly outlined and may not exceed 24 months from the project start date. The maximum amount that applicants can apply for one project is USD30,000 (up to approx. EUR12,500 from the University of Bonn and USD15,000 from Emory University).

**Application Submission**

Each proposal must include the following items in the order listed below as **ONE** single PDF. Proposals will be peer-reviewed by researchers from multiple disciplines and must be written for such an audience. The same proposal and budget for each application must be sent to Emory University and to the University of Bonn:

- a. Names, titles, departments and emails of Emory University and the University of Bonn PI's
- b. Layperson's abstract of the proposed project (up to 250 words)
- c. Names of other Emory University researchers involved, including name, title, department, role in project

- d. Names of other University of Bonn researchers involved, including name, title, department, role in project
- e. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12-pt. font, single spaced)
  - i. Project objectives
  - ii. Background and previous work as appropriate
  - iii. Research approach and methods
  - iv. Explanation of how you will evaluate the success of your project
  - v. Anticipated schedule for completion
- f. Brief description of how project will address the following criteria using the following subheadings (see “Assessment” below):
  - i. Academic quality and impact. (maximum 100 words)
  - ii. Innovation. (maximum 100 words)
  - iii. Research outcomes. (maximum 100 words)
  - iv. Collaboration. (maximum 100 words)
- g. Budget and budget justification, with one section for Emory budget and one section for Bonn budget, explaining in detail all anticipated expenditures
  - i. Description of other funds secured or applied for overlapping projects
- h. For Emory University faculty only, brief letter from primary PI’s Department Chair endorsing the application
- i. Curriculum vitae: 2-page maximum, current, for each PI
- j. Curriculum vitae: 1-page maximum, current, for additional team members
- k. For Emory University faculty only, please indicate if Halle Institute funding has been received in the past and if so, provide the name and date of the award and indicate whether an end-of-project report was submitted.

Applicants should begin preparing their applications well ahead of the closing date to provide time for an endorsement letter from the Emory PI’s respective Department Chair. Completed applications should be submitted via email to [halle.global@emory.edu](mailto:halle.global@emory.edu) (for Emory University) and via the University of Bonn’s [online form](#).

Applications will be reviewed and scored by multi-disciplinary, multi-school faculty selection committees at Emory University and at the University of Bonn. Final selections will be reviewed by the Director of the Halle Institute for Global Research and the Vice Rector for International Affairs at the University of Bonn.

Applicants will be advised of the outcome of their application by December 2021.

### **Ranking Criteria & Scoring**

The Selection Committees will assess, comment on, and score each application, based on the criteria below. Applicants must outline the aims, methods and expected outcomes of the project and should ensure that they address all criteria. Applications that include activities involving students and/or encourage broad collaborations across schools, disciplines, and units are encouraged but not required.

The Review Committee will evaluate each application on the following criteria:

- **Academic quality and impact:** the academic quality of the proposed work, the likelihood of it gaining wide recognition and/or having a high impact when completed. If appropriate, the ability to cut across disciplines, and/or include students.
- **Innovation:** the extent to which the project will contribute to novel thinking and creative outcomes.
- **Research Outcomes:** may include, among other many other possibilities: publications, grant proposals, clinical interventions, performances, exhibitions, technological innovations and enhanced networks.
- **Collaboration:** plans for long-term and ongoing collaborative research relationships; how the research will be shared with broader academic communities at each institution.

### **Results**

Successful applicants will receive a letter of confirmation from their home institution and an Acceptance of Award letter that must be signed and returned by the due date to the Halle Institute for Global Research at Emory University and the International Office at the University of Bonn.

### **Payment**

Successful applicants will be awarded up to USD15,000 (or equivalent Euros) by their own institution for a total of up to USD30,000 per project. Awardees will be responsible for managing the project funds, reporting expenditures, and for facilitating the sharing of funds with their partner PI where required. Emory awardees must provide a new speedtype created exclusively for the project for the transfer of internal funds. Upon submitting complete award agreement documents, successful applicants will receive the funds within one month.

### **Change of Investigator**

If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification to the Halle Institute at Emory University and the International Office at University of Bonn. All changes must be approved in writing.

### **Extensions**

Under exceptional circumstances, no-cost extensions may be approved for a maximum period of 6 months. Applicants seeking an extension must submit a formal written request at least one

month before the end of the grant, along with a revised budget and timeline of activities to the Halle Institute at Emory and the International Office at University of Bonn for approval prior to expiry of the grant. All extensions must be approved in writing.

### **Publications**

Any publications (e.g., abstracts, articles, books, posters) or dissemination (e.g., public presentations) arising from activities supported by this Collaborative Research Grant should acknowledge financial assistance received from the Halle Institute for Global Research and the University of Bonn. Copies of publications or presentations or notification of presentations should be submitted to both institutions. The name for the said acknowledgment is “Collaborative Research Grant funding provided by the Halle Institute for Global Research at Emory University and the University of Bonn.”

### **Forfeiture of grants**

Grants not spent by the end date will be transferred back either to Emory University or the University of Bonn as applicable so that unspent balances can be re-allocated.

### **Financial and Reporting Obligations**

Recipients will be required to submit a final report within one month of completion of the project. The report should include an outline of the outcomes of the project, an indication of the project’s sustainability, a summary of lessons learned in undertaking the project and a detailed accounting of funds as required by University policy.

Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of the 2020-21 project. Emory University recipients who fail to submit a final report will not be permitted to submit future applications for Halle Institute support. University of Bonn recipients who fail to submit a final report may be excluded from future internationalization funding schemes.

**Complete applications must be received by the deadline of September 30, 2021. No extensions will be granted.**

### **Further information**

For further information, Emory University faculty may contact Kelly Richmond Yates, Associate Director, at [halle.global@emory.edu](mailto:halle.global@emory.edu). University of Bonn faculty may contact Dr. Christian Klöckner, Unit Partnerships and International Researchers of the International Office, at [c.kloeckner@uni-bonn.de](mailto:c.kloeckner@uni-bonn.de).

*\*Halle Institute Collaborative Research Grants include:*

*University of Bonn, FAPESP (Brazil), Halle Foundation (Germany), Nanjing University, University of Queensland, Tel Aviv University, University of Witwatersrand, Yansei University, Global Perspectives on Race, and Rethinking Global Inequalities.*

May 5, 2021