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# **Emory University and Yonsei University Collaborative Research Grants – 2019-20 Guidelines for Applicants**

## **Purpose**

The Collaborative Research Grant program fosters international research broadly. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable programs built around collaborative research projects linking faculty from Yonsei University and Emory University. The research may take place in any country as long as it is done collaboratively. Outcomes may include publications, external funding, and/or other forms of research-based activity.

In 2020, up to two applications will be funded (each with two principal investigators: one from Yonsei University and one from Emory University). Each application will receive the equivalent of up to USD15,000 from their own institution for a total of up to USD30,000. These funds must be used for research (broadly defined) and may include travel and related expenses. Proposals may include hosting a seminar/conference/workshop/symposium as one line-item.

## **Activities that will be considered**

- Academic research mobility;
- travel expenses (e.g., economy airfare, train, etc.);
- partial costs for hosting a seminar/conference or workshop;
- accommodation;
- per diems for faculty or full-time enrolled students;
- consumables, including publication/printing costs (within limits indicated below).

## **Activities that will not be considered**

- 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 specialised applications that are justified within the project proposal) and basic computing facilities such as printers, word processing and other standard software.

Any activities not addressed above are subject to the rules and regulations of Emory and Yonsei.

## **Guidelines for budgets that include provision for travel and related expenses**

The budget for each project should not exceed the maximum amount of up to USD30,000 or its equivalent in KRW. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of Yonsei and Emory.

- All travel must be consistent with guidelines for travel costs of Yonsei and Emory;
- Airfares: only travel up to the value of three return economy class airfares per team will be considered;

## **Application Eligibility**

Applications are welcome once per year within the deadline specified below. Principal investigators on a project must be regular, full-time faculty at Emory and Yonsei respectively.

## **Duration and Funding Limits**

Grants should be spent within the period indicated in the project submission or, as a maximum, within 24 months of receipt of funding. The maximum amount that applicants can apply for one project is up to USD30,000 (up to USD15,000 from Yonsei and USD15,000 from Emory). Extensions may be granted in exceptional circumstances but

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must be requested in writing to the grant contact at each institution. Funding for larger grants may be considered on an exceptional basis, subject to approval by both institutions.

### **Application Submission**

Each proposal must include the following items in the order listed. The same proposal and budget for each application must be sent to Emory University and Yonsei University:

- Cover application document, which captures many of the following (attached to end of this document)
- Abstract of the proposed project (up to 250 words)
- Description of the proposed project (three-page limit, 12 font, single spaced)
- Project objectives
- Background and previous work as appropriate.
- Project approach and methods
- Anticipated outcomes, including how the project will promote collaboration between the two institutions. Each project must include at least one Emory visit and one Yonsei visit.
- Anticipated schedule
- Budget and budget justification, explaining all anticipated expenditures
- Description of other funds secured or applied for overlapping projects
- Endorsement from Department Chair or Dean stating that the department/college/faculty are supportive of the proposal and have approved its impact.
- Curriculum vitae: 2-page maximum, current, for each PI
- Curriculum vitae: 2-page maximum, current, for additional team members

Applicants should start preparing their applications well ahead of the closing date as endorsement by the Faculty Dean can take time to secure. Completed Emory applications should be submitted via email to [halle.global@emory.edu](mailto:halle.global@emory.edu).

After submission, applications will be reviewed and scored by a Selection Committee comprised of senior academic and non-academic staff from both Yonsei and Emory.

Applicants will be advised of the outcome of their application by the end of October 2019.

### **Ranking Criteria & Scoring**

Applications will be assessed in the following way:

The Selection Committee will be comprised of a minimum of three peer reviewers from each institution. Each university will rank proposals based on the scores of the evaluators and submit those rankings and scores to the Director of the Halle Institute for Global Research from Emory University and the Associate Dean of Research Affairs from Yonsei University for final ranking and decisions.

Each reviewer will assess, comment on and score each application, based on the criteria below. Applicants are expected to outline the aims, methods and expected outcomes of their project and should ensure that they address the criteria outlined below. Expected outcomes may include, among other possibilities: publications, grant proposals, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops. **Priority will be given to applications that support activities involving students, contribute to institutional impact, and/or encourage broad collaborations across schools, disciplines, and units.**

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

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- **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, the ability to cut across disciplines, and/or if appropriate, the inclusion of students.
  - **Innovation:** the extent to which the project will contribute to novel thinking and creative outcomes.
  - **Outcomes and Sustainability:** Project should lead to long-term research relationships. Expected outcomes may include among other possibilities: publications, grant proposals for external funding for ongoing collaboration, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops.
  - **Partnership:** how the partnership will contribute to promoting and consolidating the relationship between Emory and the partner institution.
  - **Strategic relevance:** the contribution to realizing university strategies.

**Priority will be given to applications that support activities involving students, contribute to institutional impact, and encourage broad collaborations across each university.**

#### **Results**

Successful applicants will receive a letter of confirmation from their home institution and will receive an Acceptance of Award letter which will need to be signed and returned by the due date to the respective program coordinator at Halle Institute for Global Research at Emory and the Yonsei Frontier Lab at Yonsei.

#### **Payment**

Successful applicants will be awarded up to USD15,000 (or equivalent KRW) by their own institution for a total of up to USD30,000 per project. Applicants will be responsible for managing the project funds and for facilitating the sharing of funds with their partner principal investigator where required. Successful applicants will receive the funds by mid-March 2020. It is the responsibility of the applicant to liaise directly with their finance department regarding the receipt of funds.

#### **Change of Investigator/Industry Partner, etc.**

If circumstances change – for example, the principal investigator or an investigator leaves the project or the industry partner withdraws – applicants should contact the grant program coordinator in their respective institution. Such changes will need to be approved and documented.

#### **Extensions**

Under exceptional circumstances, extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit a written request along with a revised budget and timeline of activities to the program coordinator for approval prior to expiry of the grant.

#### **Publications**

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

#### **Forfeiture of grants**

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

#### **Financial and Reporting Obligations**

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Recipients will be required to submit a final report within three months of completion of the project. A report proforma will be sent to successful applicants. 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. **Recipients who fail to submit a final report will not be able to submit future Collaborative Research Grant applications.**

**Letter of Support**

- If the proposed collaborative research between Yonsei and Emory principal Investigators involves an additional partner institution, a letter of support from this third institution outlining collaboration activity to date is also required. Please note, however, that this is atypical as in most cases applications for funding only involves Yonsei and Emory principal Investigators.
- Any supporting letters must be on official letterhead and in English.

**Complete applications must be received by the deadline of September 27, 2019. No extensions will be granted.**

**Further information**

For further information, please contact Kelly Richmond Yates at [halle.global@emory.edu](mailto:halle.global@emory.edu) in the Halle Institute for Global Research at Emory University. At Yonsei, please contact Giseon Jung at [ysfrontierlab@yonsei.ac.kr](mailto:ysfrontierlab@yonsei.ac.kr) in the Yonsei Frontier Lab.

May 7, 2019

**2019-20 Application for Collaborative Research Grants**  
**Yonsei University and Emory University**

Applications must be completed in full and received no later than 5:00 p.m. local time on September 27, 2019. Applicants will be advised of the outcome of their applications by the end of October 2019, and successful applicants may commence their projects in March 2020. Applications must be submitted via email to [halle.global@emory.edu](mailto:halle.global@emory.edu) and [ysfrontierlab@yonsei.ac.kr](mailto:ysfrontierlab@yonsei.ac.kr).

**Closing date for applications: September 27, 2019**

Emory University	Chief Investigator	
	Department, School, Faculty	
	Contact details	Email: Telephone:
	Signature of Chief Investigator	
	Signature of Dean or equivalent	I support this application.
	Comment by Dean (optional)	
Yonsei University	Chief Investigator	
	Department, School, Faculty	
	Contact details	Email: Telephone:
	Signature of Chief Investigator	
	Signature of Dean or equivalent	I support this application.
	Comment by Dean (optional)	

<p><b>1. Title of Research Project</b></p>							
<p><b>2. Abstract (max 250 words)</b></p>							
<p><b>3. Names of other Emory University investigators</b></p> <p>Include as many as necessary.</p> <p>For each additional investigator please include name, department and role within project.</p>	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>						
<p><b>4. Names of other Yonsei University investigators</b></p> <p>Include as many as necessary.</p> <p>For each additional investigator please include name, Staff ID, Centre/Faculty and role within project.</p>	<table border="1"> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> <tr><td></td></tr> </table>						

<p><b>5. Project start date</b> <b>(March 2020)</b></p>	
<p><b>6. Project end date (no later than March 2022)</b></p>	
<p><b>7. Contribution to strategic goals and tangible benefit to the University and academic unit</b> (maximum 100 words)</p>	
<p><b>8. Specific outcomes expected</b> (include, for example, enhanced networks, publications, workshops, conferences, and researcher mobility) (maximum 100 words)</p>	
<p><b>9. Criteria: Academic Quality and Impact</b> (maximum 150 words)</p>	
<p><b>10. Criteria: Strategic Relevance</b>(maximum 150 words)</p>	
<p><b>11. Criteria: Partnership</b> (maximum 150 words)</p>	

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<b>12. Criteria: Innovation</b> (maximum 150 words)	
<b>13. Criteria: Outcome &amp; Sustainability</b> (maximum 150 words)	
<b>14. How will you evaluate the success of the program?</b> Please refer to your timeline of activities. A report will be required on completion of the program.	



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**Funding**

15. Please complete the following table, outlining the amount of funds requested from each listed party. Please use US Dollars (USD). The Yonsei contribution will be provided in KRW, conversion rate on the date of the grant payment to the applicants.

Source	Amount	Already secured (Y/N)
Total grant sought	\$	
Details of support from academic unit <i>In cash or in kind</i>	\$	
Details of support from external sources <i>In cash or in kind</i>	\$	
<u>Total</u>	\$	

16. For Emory faculty only:

Have you received Halle funding in the past? If so, please provide the name and date of the Halle award, and project title.

Did you submit an end-of-project report?

**Budget Expenditure**

17. Please complete the budget template with planned expenditure. Please use US Dollars (USD). The Yonsei contribution will be provided in KRW, conversion rate on the date of the grant payment to the applicants.

Collaborative Research Grant Project Budget							
Project Name:	Requested grant funds			Emory Faculty co-contribution (if any)	Yonsei Faculty co-contribution (if any)	External contribution (if any)	Total budget
Chief Investigators:	Emory Budget	Yonsei Budget	Total				
Start date:							
End date:							
<i>Please refer to the guidance provided in the grant Guidelines when completing this template.</i>							
Travel costs (must not exceed 80% of the total budget)							
Flights							
Accommodation							
Meals & incidentals							
Other							
<b>Sub total</b>	0	0	0	0	0	0	0
Workshops/symposium/roundtable							
Venue Hire							
Catering							
Other							
<b>Sub total</b>	0	0	0	0	0	0	0
Other							
Publications & Printing							
Consumables							
Other miscellaneous (please provide comments)							
<b>Sub total</b>	0	0	0	0	0	0	0
<b>TOTAL</b>	0	0	0	0	0	0	0

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**Timeline of Activities**

**18. Please provide a timeline of planned activities**

**Project Title:**

Chief Investigators:

Other Internal Investigators (Emory University & Yonsei University):

External Investigators (name and institution):

Overview of activities:

Date	Activity	Outcome

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**Prior to submitting your application, please ensure you have collected all of the required documents:**

Item	Checklist (tick)
Grant Application (Questions 1-14)	
Funding (Question 15)	
Budget Expenditure with the itemization of funds requested (Question 16)	
Timeline of Activities to occur between March 2020 and March 2022 (Question 17)	
If relevant, letters of support from any additional partner institution(s) outlining any collaboration activity to date and/or specifying their contribution to the program (in cash or kind)	