

Emory University and Yonsei University Collaborative Research Grants – 2020-21 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 at Yonsei University and Emory University. The research may take place in any country as long as it is done collaboratively. The expectation is that these initial projects will lead to long-term collaborations, institutional and research relations, and when applicable, generate publications, exhibitions, and/or external funding. Applications that include students and/or collaborations across schools, disciplines, and units are encouraged but not required.

In 2020-21, 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 must follow the budget guidelines below.

Please note that, due to the COVID-19 outbreak, all grant-related travel must adhere to Emory University and Yonsei University policies as well as local restrictions, border controls and sanitary procedures.

Application Eligibility

Principal investigators must be regular, full-time faculty at Emory and Yonsei respectively. The due date for applications is September 30, 2020.

Guidelines for budgets

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

Allowable expenses:

- travel expenses (e.g., economy airfare, train, etc.);
- accommodation;
- per diems for faculty or full-time enrolled students;
- one-line item may include no more than 10% of the total ward for hosting a seminar, conference or workshop;

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 specialised 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

Grants should be spent within the period indicated in the project submission, not to exceed 24 months from the receipt of funding. The maximum amount that applicants can apply for one project is up to USD30,000 (up to USD15,000 from Yonsei University 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 scholars 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 Yonsei University:

1. Names, titles, departments and emails of Emory University and Yonsei University PI's
2. Title of Research Project
3. Project Start date (March 2021) and End date (no later than March 2023)
4. Layperson's abstract of the proposed project (up to 250 words)
5. Names of other Emory University researchers involved, including name, title, department, role in project
6. Names of other Yonsei University researchers involved, including name, title, department, role in project
7. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12 font, single spaced)
 - a. Project Objectives
 - b. Background and previous work as appropriate
 - c. Research approach and methods
 - d. Explanation of how you will evaluate the success of your project
 - e. Anticipated schedule for completion
8. Brief description of how project will address the following criteria using the following subheadings (see "Assessment" below):
 - a. Academic quality and impact (maximum 100 words)
 - b. Innovation (maximum 100 words)
 - c. Outcomes and sustainability (maximum 100 words)

- d. Partnership (maximum 100 words)
9. Budget and budget justification, explaining in detail all anticipated expenditures
 - a. Description of other funds secured or applied for overlapping projects
10. (Emory Only) Brief letter from the Department Chair endorsing the application
11. Curriculum vitae: 2-page maximum, current, for each PI
12. Curriculum vitae: 1-page maximum, current, for additional team members
13. 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 start preparing their applications well ahead of the closing date to provide time for an endorsement letter from Emory University PI's respective Department Chair. Completed applications should be submitted via email to halle.global@emory.edu for Emory University applicants and ysfrontierlab@yonsei.ac.kr for Yonsei University applicants.

Applications will be evaluated by multi-disciplinary, multi-school faculty selection committees at Emory University and at Yonsei University. Final selections will be reviewed by the Director of the Halle Institute for Global Research (Emory University) and the equivalent director at Yonsei University.

Applicants will be advised of the outcome of their application in December 2020.

Assessment

The selection committee will assess, comment on and evaluate each application, based on the criteria below. Applicants must outline the aims, methods and expected outcomes of their project and should ensure that they address all criteria.

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, 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 research partnership is anticipated to continue after the CRG funding ends and/or 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 will receive an Acceptance of Award letter that will need to be signed and returned by the due date to the 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. 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 set up for the project for the transfer of internal funds. Awardees will receive the funds by mid-March 2021. It is the responsibility of the applicant to liaise directly with their finance department regarding the receipt of funds.

Change of Investigator

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

Extensions

Under exceptional circumstances, no-cost extensions may be approved for a maximum period of 6 months. Awardees seeking an extension must submit a formal written request no later than 30 days before the project end date, along with a revised budget and timeline of activities to their respective universities for approval. All extensions must be approved in writing.

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 Halle Institute for Global Research and Yonsei University and 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 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

Recipients will be required to submit a final report within three months 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. **Recipients who fail to submit a final report will not be able to apply for future Halle Institute support and Yonsei Research Promotion Programs.**

Complete applications must be received by the deadline of September 30, 2020. No extensions will be granted.

Further information

For further information, please contact Kelly Richmond Yates at 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 in the Yonsei Frontier Lab.

May 8, 2020

Budget Expenditure

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 research fund contribution (if any)	Yonsei Faculty contribution (if any)	External contribution (if any)	Total budget
Chief Investigators:							
Start date:							
End date:	Emory Budget	Yonsei Budget	Total				
<i>Please refer to the guidance provided in the GRCF Guidelines when completing this template.</i>							
Travel costs							
Flights							
Accommodation							
Meals & incidentals							
Other							
Sub total	0	0	0	0	0	0	0
Workshops/symposium/roundtable (must not exceed 10% of the total budget)							
Venue Hire							
Catering							
Other							
Sub total	0	0	0	0	0	0	0
Other							
Publications & Printing							
Consumables							
Other miscellaneous (please provide comments)							
Sub total	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0