The Halle Institute for Global Research, Emory University and The Halle Foundation  
Collaborative Research Grant – 2020-21  
Guidelines for Applicants

The Halle Institute for Global Research has partnered with the Halle Foundation to support the exchange of Emory and Germany-based researchers. Full-time, continuing, regular faculty from any of Emory’s nine schools with current or potential connections with partners at research institutions in Germany are eligible to apply for funding. Projects should support the mission of the Halle Foundation to promote understanding and knowledge via initiatives in the fields of culture, science, technology, commerce, language, scholarship, and international relations. Outcomes may include publications, external funding, art exhibitions or any other forms of research-based activity. All grantees are encouraged to present their research at Emory and in Germany.

In 2020-21, up to two applications will be funded each with at least one principle investigator from Emory University and another based at a German research institution. Budget requests should not exceed USD$30,000 and will be managed by the Halle Institute for Global Research. Matching contributions from the German partner’s institution or other sources of support are welcome but not required.

Funds must be used primarily for research mobility (airfares, lodging, per diems). Budgets may include one line item for partial costs of a seminar/conference/workshop/symposium/performance/exhibition if it takes place at both Emory and in Germany. Proposals that include support for activities involving students are encouraged.

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

Application Eligibility
Principal investigators must be full-time, regular, continuing full-time faculty at Emory University. The due date for 2020-21 applications is September 30, 2020.

Guidelines for budgets
Budgets should not exceed USD$30,000. Allowable expenses should correspond to Emory University’s Travel and Expense Policies. Any activities not addressed below are subject to the rules and regulations of 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 award for hosting a seminar, conference, workshop, symposium, performance etc.

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 or, at a maximum, within 24 months of receipt of funding. Budget requests should not exceed USD$30,000.

Application Submission
Each proposal must include the following items in the order listed below as **ONE** single PDF.

a. Abstract of the proposed project (up to 150 words)
b. Name, title, department, schools and email of the Emory University PI.
c. Names of other Emory University researchers (including students), including name, title, department, role in project
d. Name of the Germany-based PI, including name, title, department, research institution, and role in project
e. Names of other Germany-based researchers, including name, title, department, research institution, and role in project
f. Narrative description of the proposed project for a multi-school, multi-disciplinary audience (see criteria below). Please use the following sub-headings (three-page limit, 12 font, single spaced)
   i. Project objectives
   ii. Background and previous work as appropriate
   iii. Project approach and methods
   iv. Explanation of how the research team will evaluate project success
   v. Anticipated schedule of activities
g. Budget and budget justification.
   i. Explain in detail all anticipated expenditures
   ii. Please make sure than approximately 50% of the budget is for Germany based researchers
   iii. Description of other funds secured or applied for overlapping projects
h. Brief letter from the Emory Department Chair endorsing the application
i. Brief letter from the German PI’s appropriate institutional authority endorsing the application
j. Curriculum vitae: 2-page maximum, for each PI
k. Curriculum vitae: 1-page maximum, for additional team members
l. 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 each PI’s Department Chair. Completed applications should be submitted via email to halle.global@emory.edu.

Proposals will be peer-reviewed by scholars from multiple disciplines at Emory University and must be written for such an audience. Final selections will be reviewed by the Director of the Halle Institute for Global Research.

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

Selection Criteria

The Selection Committee will evaluate each application on the following:

- **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
- **Outcomes and Sustainability**: the likelihood that the project will lead to long-term research relationships and generate on-going collaboration. Expected outcomes may include among other possibilities publications, exhibitions, grant proposals, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops
- **Partnership**: how the partnership will contribute to promoting inter-school relationships at Emory University and expanding the relationship between Emory University and German institutions.

Results

Successful applicants will receive an Acceptance of Award letter that must be signed and returned by the due date to the Halle Institute for Global Research at Emory.
Award Funding
The Emory PI will work with the business manager of the Halle Institute to manage project funds, according to Emory University’s travel and expense policies. Itemized receipts must include detailed descriptions that clearly indicate the relationship to the grant.

Change of Investigator If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide prior notification to the Halle Institute. All changes must be approved in writing.

No-Cost Extensions
Under exceptional circumstances, no-cost extensions may be approved for a maximum of 6 months. Applicants seeking an extension must submit a 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, for approval prior to expiry of the grant.

Outcomes
Publications, exhibitions, grant proposals, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops (e.g., abstracts, articles) or dissemination (e.g., public presentations) arising from activities supported by this Collaborative Research Grant should acknowledge financial assistance received from the Emory University Halle Institute for Global Research and the Halle Foundation. Copies of publications or presentations (and notification of presentations) should be submitted to 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 the Halle Foundation.”

Forfeiture of grants
Funds not spent by the due date will be transferred back to the Halle Institute so that unspent balances can be re-allocated.

Financial and Reporting Obligations
The PI is required to submit a final report within one month of completion of the project. The report should include an outline of the project outcomes, an indication of the project’s sustainability, a summary of lessons learned, and a detailed accounting of funds as required by University policy. Recipients who fail to submit a final report will not be permitted to apply for future Halle Institute support. 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, Assistant Director, Halle Institute for Global Research at Emory University kyates2@emory.edu.