
Emory University and University of St Andrews 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 projects built around collaborative research linking faculty from University of St Andrews 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 longer-term collaborations, institutional and research relations, and when applicable, generate publications and/or external funding for ongoing collaboration.

In 2019-20, one application will be funded (with two principal investigators: one from University of St Andrews and one from Emory University). Each application will receive up to GBP10,000 or USD13,000 from their respective institution. 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 St Andrews.

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 GBP10,000 and USD13,000. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of St Andrews and Emory.

- All travel must be consistent with guidelines for travel costs of St Andrews 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 St Andrews 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 GBP10,000 and USD13,000. Extensions may be granted in exceptional circumstances but 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 University of St Andrews:

- 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 St Andrews 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 so as to enable time for seeking endorsement from the department chair or equivalent at Emory and the Head of School at St Andrews. Completed applications should be submitted via email to halle.global@emory.edu and collabs@st-andrews.ac.uk

After submission, applications will be reviewed and scored by a Selection Committee comprised of senior academic and professional staff from both St Andrews and Emory.

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

Ranking Criteria & Scoring

Applications will be assessed in the following way:

The Selection Committee will be comprised of reviewers from each institution.

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 enabling student involvement, contribute to institutional impact, and/or encourage broad collaborations across schools, disciplines, and units.***

Applications for projects that align with the following St Andrews' interdisciplinary research priorities are welcome: Peace, Conflict and Security; Cultural Understanding; Evolution, Behaviour and Environment; Materials for the Modern World; Health, Infectious Disease and Well-being; Sustainability.

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:** 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, grant proposals, 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 St Andrews.
- **Strategic relevance:** the contribution to realizing university strategies.

Priority will be given to applications that support activities enabling student involvement, 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 the Halle Institute for Global Research at Emory and the Global Office at University of St Andrews.

Payment

Successful applicants will be awarded up to GBP10,000 and USD13,000. 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 June 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 University of St Andrews and copies of publications or presentations or notification of presentations should be submitted to the Global Office at the University of St Andrews 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 University of St Andrews.”

Forfeiture of grants

Grants not spent by the due date will be transferred back either to St Andrews 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. 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 St Andrews 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 St Andrews and Emory principal investigators.
- Any supporting letters must be on official letterhead and in English.

Complete applications must be received by the deadline of February 3, 2020. No extensions will be granted.

Further information

For further information, please contact Kelly Richmond Yates, kyates2@emory.edu in the Halle Institute for Global Research at Emory University. At St Andrews, please contact Samantha Lister in the Global Office, collabs@st-andrews.ac.uk, University of St Andrews.

June 10, 2019

2019-20 Application for Collaborative Research Grants
University of St Andrews and Emory University

Applications must be completed in full and received no later than 5:00 p.m. local time on February 3, 2020.
 Applications must be submitted via email to halle.global@emory.edu and collabs@st-andrews.ac.uk

Closing date for applications: Feb. 3, 2020

| | | |
|-------------------------------------|---|-----------------------------|
| Emory University | Chief Investigator | |
| | Department, School, Faculty | |
| | Contact details | Email: Telephone: |
| | Signature of Chief Investigator | |
| | Signature of Dept Chair or equivalent | I support this application. |
| | Comment by Dept Chair (optional) | |
| University of St Andrews | Chief Investigator | |
| | School | |
| | Contact details | Email: Telephone: |
| | Signature of Chief Investigator | |
| | Signature of Head of School or equivalent | I support this application. |
| | Comment by Head of School (optional) | |
| 1. Title of Research Project | | |

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| <p>2. Abstract (max 250 words)</p> | | | | | | | |
| <p>3. Names of other Emory University investigators</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> | | | | | | |
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| <p>4. Names of other University of St Andrews investigators</p> <p>Include as many as necessary.</p> <p>For each additional investigator please include name, email, School 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> | | | | | | |
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| <p>5. Project start date</p> | | | | | | | |

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| 6. Project end date | |
| 7. Contribution to strategic goals and tangible benefit to the University and academic unit (maximum 100 words) | |
| 8. Specific outcomes expected (include, for example, enhanced networks, publications, workshops, conferences, and researcher mobility) (maximum 100 words) | |
| 9. Criteria: Academic Quality and Impact (maximum 150 words) | |
| 10. Criteria: Strategic Relevance (maximum 150 words) | |
| 11. Criteria: Partnership (maximum 150 words) | |

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

Funding

15. Please complete the following table, outlining the amount of funds requested from each listed party. Please use US Dollars (USD). The St Andrews contribution will be provided in local currency, conversion rate on the date of the grant payment to the applicants (up to a total maximum amount of GBP 10,000).

| 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).

| Collaborative Research Grant Project Budget | | | | | | | |
|---|-----------------------|-------------------|-------|--|---|--------------------------------|--------------|
| Project Name: | Requested grant funds | | | Emory Faculty co-contribution (if any) | St Andrews Faculty co-contribution (if any) | External contribution (if any) | Total budget |
| Chief Investigators: | | | | | | | |
| Start date: | | | | | | | |
| End date: | Emory Budget | St Andrews Budget | Total | | | | |
| <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 | | | | | | | |
| Sub total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Workshops/symposium/roundtable | | | | | | | |
| Venue Hire | | | | | | | |
| Catering | | | | | | | |
| Other | | | | | | | |
| Sub total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | | | | | | | |
| Publications & Printing | | | | | | | |
| Consumables | | | | | | | |
| Other miscellaneous (please provide comments) | | | | | | | |
| Subtotal | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Timeline of Activities

18. Please provide a timeline of planned activities

Project Title:

Chief Investigators:

Other Internal Investigators (Emory University & University of St Andrews):

External Investigators (name and institution):

Overview of activities:

| Date | Activity | Outcome |
|------|----------|---------|
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