



EMORY
UNIVERSITY

The Halle Institute
for Global Research



**Emory University Halle Institute for Global Research
FAPESP – the São Paulo State Research Foundation
Collaborative Research Grant – 2022-23
Guidelines for Applicants**

Purpose

The Halle Institute for Global Research and FAPESP have partnered to create a new multi-year Collaborative Research Grant. This grant supports research in all fields of knowledge and outcomes may include publications, exhibitions, performances, and/or external funding. Collaborative projects between researchers from Emory and universities in the State of São Paulo must take place primarily outside the United States. Applications that include students are encouraged but not required.

In 2022-23, one project application (with a duration of up to two years) will be selected and funded. Project applications each have two principal investigators: one from a university in the State of São Paulo and one from Emory University. Emory University will fund its PI up to USD20,000 in year one and up to USD20,000 in year two. FAPESP will fund the PI from the university in the State of São Paulo up to R\$150,000 in year one and up to R\$150,000 in year two. These funds must follow the budget guidelines below. This grant program will be offered every other year.

Application Eligibility

Emory principal investigators must be regular, full-time faculty. The requirements for FAPESP researchers are described at www.fapesp.br/apr. Questions about eligibility for Emory faculty should be directed to the Halle Institute. Questions about eligibility for faculty from the state of São Paulo should be directed to FAPESP. 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.

Diversity, Equity, and Inclusion (DEI)

Adherence to respective diversity, equity, and inclusion (DEI) policies are an important feature of this program to ensure that all participants can do their best work, thrive and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views, knowledge and experiences. Applicants should consider DEI as it applies to e.g., gender, race, ethnicity, nationality, (dis)ability, and career stages.

The due date for applications is **September 30, 2022**.

Guidelines for budgets

Applicants should note that budget policies for Emory differ from that of FAPESP. Awardees must adhere to the policies that apply to their respective institution.

The Emory budget for each project should not exceed the maximum amount of up to USD20,000/year (for a total of up to \$40,000). Year 2 funds will be distributed only upon receipt of a short report on the progress of the project and an expense report. The maximum allowable expenses for the Emory PI airfares, accommodation and meals/per diems should correspond to the guidelines of 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. Any activities not addressed below are subject to the rules and regulations of Emory University and FAPESP. FAPESP applicants are directed to follow funding rules and policies provided by FAPESP.

Allowable expenses (Emory):

- travel expenses (e.g., airfare, train, accommodation, per diems, and related expenses etc.)
- *no more than 10% of the total award may be used for hosting a seminar, conference, or workshop*
- *no more than 10% of the total award may be used for consumables, including publication and printing costs, and/or hourly wages for full-time enrolled Emory students*

Non-allowable expenses (Emory):

- 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

Project timelines should be clearly outlined and may not exceed 24 months from the receipt of funding. Emory University will fund its PI up to USD20,000 in year one and up to USD20,000 in year two. FAPESP will fund the PI from the university in the State of São Paulo up to R\$150,000

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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 schools and must be written for such an audience. The same proposal and budget for each application must be sent, in English, to Emory University and to FAPESP:

1. **Names, titles, departments and emails of the PI's from Emory University and the university in the State of São Paulo**
2. **Layperson abstract** of the proposed project (up to 250 words)
3. Names of other Emory University researchers (faculty and students) involved, including name, title, department, role in project
4. Names of other São Paulo State-based researchers involved, including name, title, department, role in project
5. **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)
 - 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**
6. **Budget and budget justification, explaining in detail all anticipated expenditures**
 - a. Description of other funds secured or applied for overlapping projects
7. **Brief letter from the Department Chair** or appropriate unit head **at each institution endorsing the application**
8. **Curriculum vitae:** 2-page maximum, current, for each PI
9. **Curriculum vitae:** 1-page maximum, current, for additional team members
10. For Emory University faculty only, please indicate if Halle Institute funding has been received in the past and if so, provide the name and start and end dates of the award and indicate whether an end-of-project report was submitted.

Applicants should begin preparing their applications well ahead of the due date to provide time for an endorsement letter from each PI's respective Department Chair or appropriate unit head. Completed applications should be submitted via email to halle.global@emory.edu for Emory University applicants and through the SAGe system for FAPESP applicants. Proposals submitted to only one side will not be considered for analysis.

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

Applicants will be advised of the outcome of their application by **January 23, 2023**.

Assessment

The Selection Committees 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, and enhanced networks.
- **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 Emory or FAPESP. Emory PI's will receive an Acceptance of Award letter that must be signed and returned by the due date to the program coordinator at the Halle Institute for Global Research at Emory University. Emory and FAPESP will announce results on their websites by (month/year).

Payment

Emory University awardees must provide a new speedtype set up for the project for the transfer of internal funds. Upon submitting complete award agreement documents, awardees will receive the funds within one month. It is the responsibility of the grantee to liaise directly with their finance department regarding the receipt of funds

Successful Emory applicants will be awarded up to USD20,000 in year 1. Year 2 funds (up to USD \$20,000) will be distributed only upon receipt of a short report on the progress of the project and an expense report, for a total of up to USD40,000. Awardees will be responsible for managing the project funds and reporting on expenditures. A Grant Contract will be established between FAPESP and the awardee from the state of São Paulo and the respective institution.

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 submit an updated project plan to the Halle Institute at Emory University and to at FAPESP. 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 at least 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 by both the Halle Institute and FAPESP.

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 FAPESP 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 FAPESP.”

Forfeiture of grants

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

Financial and Reporting Obligations

Year 2 funds will be distributed only upon receipt of a short report on the progress of the project and an expense report. Awardees will be required to submit to both institutions 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/FAPESP policies. Emory awardees who fail to submit a final report will not be permitted to apply for future Halle Institute support.

Emory awardees may not apply for additional Halle Institute funding prior to two years from the end date of their project. **Complete applications must be received by the deadline of September 30, 2022. No extensions will be granted.**

Further information

For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University at halle.global@emory.edu. At FAPESP, please contact Ana Paula Yokosawa at ayokosawa@fapesp.br in the Scientific Directorate at FAPESP.