



EMORY
UNIVERSITY

The Halle Institute
for Global Research



YONSEI
UNIVERSITY

Emory University and Yonsei University Collaborative Research Grants – 2023-24 Guidelines for Applicants

Purpose

This **Collaborative Research Grant** program fosters the broadening of international research and engagement between **Emory University's Halle Institute for Global Research and Yonsei University**. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable programs built around research 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 research collaborations, institutional and research relations, and when applicable, generate publications, exhibitions, performance, external funding, or any other forms of research-based activity. Applications that include students are encouraged but not required.

In 2023-24, 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.

Application Eligibility

Principal investigators must be regular, full-time faculty at Emory and Yonsei respectively. Questions about eligibility should be directed to the respective institution. 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. The due date for the 2022-23 applications is **Oct. 2, 2023**.

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. 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 Yonsei University and Emory University.

Allowable expenses:

- Travel expenses (e.g., airfare, train, etc.)
- per diems, including accommodations, for faculty, post-docs, or full-time enrolled student team members
- *no more than 10% of the total award for hosting a seminar, conference, or workshop*
- *(Emory only) no more than 10% of the total award for consumables (including publication/printing costs) and/or hourly wages for full-time enrolled Emory students*

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

Project timelines should be clearly outlined and may not exceed 24 months from the project start date. 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 items listed below. Proposals will be peer-reviewed by researchers from multiple disciplines and must be written for such an audience. The same proposal and budget for each application must be sent to Emory and Yonsei.

Emory University applicants must submit proposals through the Halle Institute’s grant portal. You may access the portal here: [Halle Institute Grant Submissions 2023-24](#).

Yonsei University applicants must submit the following items, in the order listed below as **ONE** single PDF:

1. Names, titles, departments and emails of Emory University and Yonsei University PI’s
2. Title of Research Project
3. Layperson’s abstract of the proposed project (up to 250 words)
4. Names of other Emory University researchers involved, including name, title, department, role in project

5. Names of other Yonsei University researchers involved, including name, title, department, role in project
6. 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
7. 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. Collaboration (maximum 100 words)
8. Budget and budget justification, explaining in detail all anticipated expenditures
 - a. Description of other funds secured or applied for overlapping projects
9. For Emory University faculty only, brief letter from the Department Chair endorsing the application
10. Curriculum vitae: 2-page maximum, current, for each PI
11. Curriculum vitae: 1-page maximum, current, for additional team members
12. 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 begin 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 Director of the Yonsei Frontier Lab (Yonsei University).

Applicants will be advised of the outcome of their application in late 2023 with funding to start in early 2024.

Assessment

The selection committees 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.
- **Collaboration:** 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. Upon submitting complete award agreement documents, awardees will receive funds within one month. 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 Frontier Lab at 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.

Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of the 2022-23 project. Emory and Yonsei awardees 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 October 2, 2023. 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 Hunseok Son at ysfrontierlab@yonsei.ac.kr in the Yonsei Frontier Lab.

April, 2023

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 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