



EMORY
UNIVERSITY

The Halle Institute
for Global Research

**Emory University
Halle Institute for Global Research and
The Halle Foundation
Collaborative Research Grant – 2022-23
Guidelines for Applicants**

Purpose

This **Collaborative Research Grant** program fosters the broadening of international research and mobility broadly. The **Halle Institute for Global Research has partnered with the Halle Foundation** to support Emory and Germany-based researchers. Faculty researchers from any of Emory's nine schools with current or potential connections with partners at academic 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, exhibitions, performance, or any other forms of research-based activity. All grantees are encouraged to present their research at Emory and in Germany.

In 2022-23, up to two applications will be funded, each with a principal investigator from Emory University and a principal investigator based at a German research institution. Budget requests should not exceed USD\$30,000 and funds will be managed by the Halle Institute for Global Research. Project funding from the German partner's institution, or other sources of project funding support, are welcome but not required.

Application Eligibility

Principal investigators must be full-time, regular, continuing full-time faculty at Emory University. Past 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 2022-23 applications is **September 30, 2022**.

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. Approximately 50% of the budget is for the mobility of Germany-based researchers.

Funds must be used primarily for research mobility (airfares, lodging, per diems). No more than 20% of the budget may be used (with justification as per below) for research support other than expenses related to mobility. Proposals that include support for activities involving students are encouraged.

Allowable expenses:

- Travel expenses (e.g., airfare, train, etc.)
- Per diems for faculty or full-time enrolled students team members
- *No more than 10% of the total award for hosting a seminar, conference, workshop, symposium, or performance if it takes place at both Emory and in Germany*
- *No more than 10% of the total award for consumables (including publication/printing costs) and/or hourly wages for full-time enrolled 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 specialized 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. 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, school(s), 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-pt 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 clear the approximately 50% of the budget destined 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 begin preparing their applications well ahead of the closing date to provide time for an endorsement letters from each PI's Department Chair. Completed applications should be submitted via email to halle.global@emory.edu.

A multi-disciplinary faculty review panel at Emory University will assess applications, which 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 decisions by the end of December 2022.

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 collaborate 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

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.

Acknowledgements

Publications, exhibitions, grant proposals, performances, clinical interventions, technological innovations, research-based seminar/conference/workshops or other forms of 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. Awardees who fail to submit a final report will not be permitted to apply for future Halle Institute support. Emory awardees may apply for Halle Institute funding NO sooner than two years from the end date of the 2022-23 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 kyates2@emory.edu.