



EMORY
UNIVERSITY

The Halle Institute
for Global Research



Emory University and the University of the Witwatersrand Collaborative Research Grant – 2024 Guidelines for Applicants

This **Collaborative Research Grant**, offered by Emory University's **Halle Institute for Global Research and the University of the Witwatersrand**, 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 regular, continuing, full-time faculty from the University of the Witwatersrand 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 collaborations, institutional and research relations, and when applicable, generate publications, art, exhibitions, and/or external funding for ongoing collaboration. Applications that include students and/or collaborations across schools, disciplines, and units are encouraged but not required.

In 2024, up to one project will be funded (each with two principal investigators: one from the University of Witwatersrand and one from Emory University). Each application will receive up to USD\$10,000 from their respective institution for a total of up to USD\$20,000. These funds must be used for research (broadly defined) and follow the budget guidelines below.

Application Eligibility

Principal investigators on a project must be regular, continuing full-time faculty at the University of the Witwatersrand and Emory University respectively. Questions about partner 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-funded project.

Key Dates

- **Call opens:** February 15, 2024
- **Applications close:** April 1, 2024 (9 am EST, 16h00 SAT)
- **Outcomes announced:** by early May 2024
- **Projects commence:** July 1, 2024
- **Projects completed:** by June 30, 2026

Emory University – Diversity, Equity, and Inclusion

The Emory community is open to all who have a commitment to the highest ideals of intellectual engagement, critical inquiry, and integrity. We welcome a diversity of gender identities, sexual orientations, abilities, disabilities, ethnic, cultural, socioeconomic, religious, national, and international backgrounds, believing that the academic and social energy that results from such diversity is essential to advancing knowledge, addressing society's most pressing issues, and attending to the full spectrum of human needs in service to the common good.

Guidelines for budgets

The budget for each project should not exceed USD\$20,000. The maximum allowable expenses for airfares, accommodation, and meals/per diems should correspond to the guidelines of the University of the Witwatersrand and Emory University's Halle Institute for Global Research. Any activities not addressed below are subject to the rules and regulations of the University of the Witwatersrand and Emory University.

Collaborative Research Grants are intended to support global research-related mobility for Emory University and the University of the Witwatersrand faculty and students. Proposals must clearly articulate and justify all planned activities.

Allowable expenses include:

- Airfare
- Accommodation
- Local transportation
- appropriate per diems for faculty, post-docs, or full-time enrolled student team members
- costs for hosting a seminar, conference or workshop
- consumables (publication/printing costs)

Non-allowable expenses:

- salaries or salary supplementation of any kind
- indirect and overhead costs
- course releases
- stipends or scholarships for students (tuition support purposes)
- course fees for international students
- equipment
- 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. The maximum amount that applicants can apply for one project is up to USD\$20,000 (up to USD\$10,000 from the University of the Witwatersrand and USD\$10,000 from Emory University.)

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 must be written for such an audience.

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](#). The portal will guide applicants to **submit each of the items noted below**. Please prepare and submit all required items for your application.

The same proposal and budget for each application must be sent to Emory University and to University of the Witwatersrand:

- a. Names, titles, departments, and emails of Emory University and the University of the Witwatersrand applicants
- b. Layperson abstract of the proposed project (up to 250 words)
- c. Names of other Emory University researchers involved, including name, title, department, role in the project.
- d. Names of other University of the Witwatersrand researchers involved, including name, title, department, role in the project.
- e. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12 font, single spaced)
 - i. Project objectives
 - ii. Background and previous work as appropriate
 - iii. Research approach and methods
 - iv. Explanation of how you will evaluate the success of your project
 - v. Anticipated schedule
- f. Brief description of how the project will address the following criteria using the following subheadings:
 - i. Academic quality and impact (maximum 100 words)
 - ii. Innovation (maximum 100 words)
 - iii. Outcomes and sustainability (maximum 100 words)
 - iv. Partnership (maximum 100 words)
- g. Budget and budget justification, explaining in detail all anticipated expenditures
 - i. Description of other funds secured or applied for overlapping projects
- h. Brief letter from each primary PI's respective Department Chair endorsing the application
- i. Curriculum vitae: 2-page maximum, current, for each PI
- j. Curriculum vitae: 1-page maximum, current, for additional team members
- k. 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 start preparing their applications well ahead of the closing date to provide time for an endorsement letter from each PI's respective Department Chair.

- Completed applications should be submitted via [Halle Institute Grant Submissions 2023-24](#) (for Emory University) and sent to moses.pieterse@wits.ac.za and must be received **by both universities by April 1, 2024 (9 am EST, 16h00 SAT)**

Applications will be reviewed and scored by multi-disciplinary, multi-school faculty selection committees at Emory University and the University of the Witwatersrand. Final selections will be reviewed by the Director of the Halle Institute for Global Research and the Deputy Vice-Chancellor (Research and Postgraduate studies) at the University of the Witwatersrand.

Assessment

The Selection Committees will assess, comment on, and score each application, based on the criteria below. Applicants must outline the aims, methods, and expected outcomes of the 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. 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 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 must be signed and returned by the due date to the Halle Institute for Global Research at Emory and the Strategic Partnerships Office at the University of the Witwatersrand.

Payment

Successful applicants will be awarded up to USD\$10,000 from their institution for a total of up to \$USD20,000 per project. Awardees will be responsible for managing project funds and for facilitating the sharing of funds with team members where required. Upon submitting complete award agreement documents, successful applicants will receive the funds within one month.

Emory awardees must provide a new, dedicated speedtype to be used for this award which the awardee must request and arrange through their academic unit by the due date in the award document.

Wits awardees must contact Nancy Law-Rametse in the Strategic Partnerships Office to arrange for the transfer of the funds.

Change of Investigator If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification to the Halle Institute at Emory University and the Strategic Partnerships Office at the University of the Witwatersrand. All changes must be approved in writing.

Extensions

Under exceptional circumstances, no-cost extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit a formal 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 at Emory and the Strategic Partnerships Office at the University of the Witwatersrand for approval prior to the expiry of the grant. 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 this Collaborative Research Grant should acknowledge financial assistance received from the Emory University Halle Institute for Global Research and the University of the Witwatersrand. Copies of publications or presentations or notification of presentations should be submitted to the Strategic Partnerships Office at the University of Witwatersrand 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 the University of the Witwatersrand.”

Forfeiture of grants

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

Financial and Reporting Obligations

Recipients will be required to submit 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 respective university policy.

Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of the 2024 project. Emory University recipients who fail to submit a final report will not be eligible for future funding from the Halle Institute.

Further information

For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University kyates2@emory.edu or Moses Pieterse, Manager: International Projects, Strategic Partnerships Office, University of the Witwatersrand moses.pieterse@wits.ac.za