University of St Andrews and University of Bonn
Collaborative Research Grant – 2022
Guidelines for Applicants

Purpose
The Collaborative Research Grant programme 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, full-time faculty at the University of St Andrews and the University of Bonn. The research may take place in any country or region 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, exhibitions, and/or external funding. Applications that include students and/or collaborations across schools, disciplines, and units are encouraged.

Projects that align with the University of St Andrews interdisciplinary research priorities and the University of Bonn TRAs are particularly welcome. St Andrews: Peace, Conflict and Security; Cultural Understanding; Evolution, Behaviour and Environment; Materials for the Modern World; Health, Infectious Disease and Well-being; Sustainability. Bonn: Mathematics, Modelling and Simulation of Complex Systems; Building Blocks of Matter and Fundamental Interactions; Life and Health; Individuals, Institutions and Societies; Past Worlds and Modern Questions - Cultures Across Time and Space; Innovation and Technology for Sustainable Futures.

One application will be funded (with two principal investigators: one from University of St Andrews and one from the University of Bonn) with a project starting date of 1 January, 2022. Each application will receive up to GBP20,000 (approx. EUR 23.000) in total or GBP10,000 (approx. EUR 11.500) from each institution. These funds must be used for research (broadly defined) and must follow the budget guidelines below.

Please note that, with the COVID-19 outbreak, all current grant-related travel must adhere to University of St Andrews and University of Bonn policies as well as local restrictions, border controls and sanitary procedures.

Application Eligibility
Principal investigators on a project must be full-time academic staff at the University of St Andrews. Principal investigators at University of Bonn must have completed a doctorate and be able to show proof of their employment at least until the end of the collaborative research project. Questions about eligibility should be directed to the respective institution. Previous St Andrews-Bonn CRG awardees are not eligible to apply before the end of their current CRG grant.

Projects may also include the participation of self-funded external investigators or partner institutions where relevant.

The due date for 2022 applications is 30 September, 2021.
**Guidelines for Budgets**
The budget for each project should not exceed GBP20,000 or its equivalent in Euros. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of St Andrews and the University of Bonn. Any activities not addressed below are subject to the rules and regulations of the University of St Andrews and the University of Bonn. Please contact the respective institution before submitting your application if you are uncertain whether particular activities can be funded.

**Allowable expenses:**
- travel expenses (e.g., economy airfare, train, local transportation)*
- accommodation*
- per diems for faculty, post-docs, or full-time enrolled student team members*
- no more than 20% of the total award for the costs for hosting a seminar, conference, or workshop
- no more than 30% of the total award for consumables (including publication/printing costs) and/or hourly wages for full-time enrolled students

*for University of Bonn staff: travel expenses, accommodation and daily allowances according to NRW Travel Expenses Act (LRKG)

**Non-allowable expenses:**
- salaries or salary supplementation for faculty and staff
- 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 in the application and may not exceed 24 months from the project start date. The maximum amount that applicants can apply for one project is up to GBP20,000 (up to GBP10,000 from the University of St Andrews and up to EUR 11,500 from the University of Bonn).

**Application Submission**
Each proposal must include the following items in the order listed below as **ONE** single PDF. Proposals will be reviewed by selection committee members from multiple disciplines and must be written for such an audience. The same proposal and budget for each application must be sent to the University of St Andrews and to the University of Bonn:

a. Names, titles, departments/schools and emails of the University of St Andrews and the University of Bonn PI’s
b. Project title and layperson abstract of the proposed project (up to 250 words)
c. Names of other the University of St Andrews researchers involved, including name, title, school, role in project
d. Names of other University of Bonn researchers involved, including name, title, department, role in 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. Specific outputs expected (include, for example, publications, workshops, meetings, conferences, and visits)
   v. Explanation of how you will evaluate the success of your project
   vi. Anticipated schedule for completion
f. Brief description of how the project will address the following criteria using the following subheadings:
   i. Academic quality and innovation (maximum 100 words)
   ii. Research outcomes (maximum 100 words)
   iii. Impact and legacy (maximum 100 words)
   iv. Partnership (maximum 100 words)
   v. Strategic relevance (maximum 100 words)
g. Budget and budget justification, with one section for St Andrews budget and one section for Bonn budget, explaining in detail all anticipated expenditures
   i. Description of other funds secured or applied for overlapping projects
h. Brief letter from Head of School endorsing the application (St Andrews applicants only)
   i. Curriculum vitae: 2-page maximum, current, for each PI
   j. Curriculum vitae: 1-page maximum, current, for additional team members

Completed applications should be submitted via email to partnerships@st-andrews.ac.uk (for the University of St Andrews) and should be submitted via the online form (for the University of Bonn).

Selection Process & Ranking Criteria

Applications will be reviewed and scored by multi-disciplinary selection committees at the University of St Andrews and at the University of Bonn. Applicants will be advised of the outcome of their application by December 2021.

The selection committees will evaluate each application on the following criteria:

- **Academic quality and innovation**: the academic quality of the proposed work, the contribution to novel thinking, the ability to cut across disciplines, and/or if appropriate, the inclusion of students.

- **Research outcomes**: 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.

- **Impact and legacy:** the expected changes beyond academia and the discipline(s), and how the work may gain wide recognition and/or have a legacy once completed.
- **Partnership:** how the research will be shared with broader academic communities at each institution and promote and consolidate the relationship between the two universities.
- **Strategic relevance:** the contribution to realising university strategies.

**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 Global Office at the University of St Andrews and the International Office at the University of Bonn.

**Payment**
Successful applicants will be awarded up to GBP10,000 (or equivalent Euros) by their own institution for a total of up to GBP20,000 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.

**Change of Investigator**
If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification to the Global Office at the University of St Andrews and the International Office at University of Bonn. All changes must be approved in writing.

**Extensions**
Under exceptional circumstances, no-cost extensions may 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 Global Office at the University of St Andrews and the International Office at the University of Bonn for approval prior to 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 University of St Andrews and the University of Bonn. 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 University of St Andrews and the University of Bonn.”
Forfeiture of Grants
Grants not spent by the end date will be transferred back either to the University of St Andrews or the University of Bonn 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 possible continuation, a summary of lessons learned in undertaking the project and a detailed accounting of funds as required by University policy.

Complete applications must be received by the deadline of 30 September, 2021.

Further Information
For further information, please contact Harriet Sheridan at partnerships@st-andrews.ac.uk in the Global Office at the University of St Andrews. At the University of Bonn, please contact Dr. Christian Klöckner, Unit Partnerships and International Researchers of the International Office, c.kloeckner@uni-bonn.de.