

Emory University and University of Bonn Collaborative Research Grant – 2023-24 Guidelines for Applicants

Purpose

This **Collaborative Research Grant** program fosters international research and engagement between Emory University's **Halle Institute for Global Research and the University of Bonn**. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable projects built around collaborative research linking faculty at the University of Bonn and Emory University. 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 or continue long-term collaborations, institutional and research relations, and when applicable, generate publications, exhibitions, and/or external funding. Applications that include students are encouraged but not required.

In 2023, up to two applications will be funded (each with two principal investigators: one from the University of Bonn and one from Emory University) with a project starting date of January 1, 2024. Each application will receive up to USD15,000 and EUR13,000 Euros from their respective institution, for a total of up to approx. USD30,000. These funds must be used for research (broadly defined) and follow the budget guidelines below.

Application Eligibility

Principal investigators must be regular, continuing full-time faculty at Emory University. 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. 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. Questions about eligibility should be directed to the respective institution.

Mutual external collaborators (including researchers from other universities internationally, or those working in non-academic contexts such as industry or government) cannot lead an application but can be involved in the proposed activities at their own expense, where the benefit of their involvement to the collaboration is justified in the proposal.

Key Dates

- **Call opens:** **May 22, 2023**
- **Applications close:** **September 25, 2023 (6pm CET, 12pm EST)**
- **Outcomes announced:** **by mid-December, 2023**
- **Projects commence:** **January 01, 2024**
- **Projects completed:** **by December 31, 2025**

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.

Guidelines for budgets

The budget for each project should not exceed USD30,000 (up to USD15,000 from Emory University and up to EUR13,000 from the University of Bonn). Since these grants primarily support research mobility, the maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of Bonn (i.e., NRW Travel Expenses Act (LRKG) for University of Bonn staff; for researchers invited to Bonn, see recommended rates on Bonn's program website) and Emory University. Any activities not addressed below are subject to the rules and regulations of the University of Bonn and Emory University.

Please see below for allowable expenses for each university. Applicants are encouraged to clearly describe and justify their project plans for spending funds. We invite creative approaches and will consider a range of well-explained ideas that show relevance for the applicants' project.

Expected mobility-related expenses, Emory University:

- Airfare
- Accommodation
- Local transportation
- appropriate per diems for faculty, post-docs, or full-time enrolled student team members

Other allowable expenses, Emory University:

- no more than 40% of the budget may be used (with justification as per below) for research support other than expenses related to mobility:
 - *no more than 20% of the total award for the costs for hosting/participating in an international seminar, conference, or workshop*
 - *no more than 20% of the total award for consumables (including lab materials, publication/printing costs and other) and/or hourly wages for full-time enrolled Emory students*

Allowable expenses, University of Bonn:

- Travel expenses (e.g., airfare, train, local transportation)
- Accommodation
- appropriate 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/participating in an international seminar, conference, or workshop (researchers based at other German universities cannot be funded)

- no more than 20% of the total award for consumables (including lab materials, publication/printing costs and other) and/or hourly wages for full-time enrolled University of Bonn students

Non-allowable expenses at either university:

- salaries or salary supplementation
- scholarships for students (tuition support purposes)
- course fees for international students
- honoraria
- 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 of Grant

Grants should be spent within the period indicated in the project submission or, at a maximum, within 24 months of receipt of funding.

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 University and to the University of Bonn

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.

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

- a. Names, titles, departments and emails of Emory University and University of Bonn PI’s
- b. Project title and layperson’s abstract of the proposed project (up to 250 words)
- c. Names of other Emory University researchers involved, including name, title, department, 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 (four-page limit, 12-pt. 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 for completion
 - vi. Plans for future collaboration/joint applications for funding
 - vii. Adherence to diversity, equity, and inclusion (DEI) principles

- f. Budget and budget justification, with one section for Emory budget and one section for Bonn budget, explaining in detail all anticipated expenditures
 - i. Description of other funds secured or applied for overlapping projects
- g. For Emory University faculty only, brief letter from primary PI's Department Chair endorsing the application
- h. Curriculum vitae: 2-page maximum, current, for each PI
- i. Curriculum vitae: 1-page maximum, current, for additional team members
- j. 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.
- k. For University of Bonn faculty only, please indicate if International Office 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 the Emory PI's respective Department Chair. Completed applications should be submitted via [Halle Institute Grant Submissions 2023-24](#) (for Emory University) and via the University of Bonn's [online form](#) and must be received **by both universities** by September 25, 2023 (12pm EST, 6pm CET).

Applications will be reviewed and scored by multi-disciplinary, multi-school faculty selection committees at Emory University and at the University of Bonn. Final selections will be reviewed by the Director of the Halle Institute for Global Research and the Vice Rector for International Affairs at the University of Bonn.

Ranking Criteria & Scoring

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. Applications that include activities involving students and/or encourage broad collaborations across schools, disciplines, and units are encouraged but not required.

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.
- **Research Outcomes:** may include, among other possibilities: publications, grant proposals, clinical interventions, performances, exhibitions, technological innovations and enhanced networks and research-based seminar/conference/workshops.
- **Partnership & Strategic Relevance:** the likelihood that the project will lead to long-term research relationships and generate ongoing collaboration. How the research will be shared with broader academic communities at each institution and contribute to realizing university strategies.

Results

Applicants will be advised of the outcome of their application by mid-December 2023. Successful applicants will receive a letter of confirmation from their home institution and an Acceptance of Award letter that must be signed and returned to the Halle Institute for Global Research at Emory University and the International Office at the University of Bonn.

Payment

Successful applicants will be awarded up to USD15,000 and up to EUR13,000 by their own institution for a total of up to approx. 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 created exclusively for the project for the transfer of internal funds. Upon submitting complete award agreement documents, successful applicants will be able to receive the funds within approximately one month.

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 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 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 International Office at 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, books, posters) or dissemination (e.g., public presentations) arising from activities supported by this Collaborative Research Grant should acknowledge financial assistance received from the Halle Institute for Global Research 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 Halle Institute for Global Research at Emory University and the University of Bonn.”

Forfeiture of grants

Grants not spent by the project end date will be transferred back either to Emory University 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.

Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of the 2023-24 project. Emory University recipients who fail to submit a final report will not be permitted

to submit future applications for Halle Institute support. University of Bonn recipients who fail to submit a final report may be excluded from future internationalization funding schemes.

Further information

Emory University

Kelly Richmond Yates, Associate Director, Halle Institute for Global Research
halle.global@emory.edu.

University of Bonn

Dr. Christian Klöckner, Partnerships and International Researchers, International Office
c.kloeckner@uni-bonn.de.