Emory University and University of St Andrews
Collaborative Research Grants – 2023
Guidelines for Applicants

Purpose
This **Collaborative Research Grant**, offered by Emory University's Halle Institute for Global Research and the University of St Andrews, 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 faculty from the University of St Andrews 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 longer-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.

In 2023, one application will be funded (with two principal investigators: one from University of St Andrews and one from Emory University) with a project starting date of 1 July 2023. Each application will receive up to GBP10,000 and USD13,000 from their respective institution. These funds must be used for research (broadly defined) and must follow the budget guidelines below.

Application Eligibility
Applications are welcome once per year within the deadline specified below. Principal investigators on a project must be regular, full-time faculty at Emory. Principal investigators at St Andrews must be current academic staff and be employed at least until the end of the collaborative research project. Questions about eligibility should be directed to the respective institution. Previous St Andrews awardees are not eligible to apply before the end of their current Emory-St Andrews CRG grant. Previous Emory awardees are not eligible to apply for Halle funding until two years from the end date of their previous Halle-funded project.

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

Key Dates
- **Call opens:**   **W/c 31 October 2022**
- **Applications close:**   **1 March 2023**
- **Projects commence:**   **1 July 2023**
- **Projects completed:**   **30 June 2025**

Equality, Diversity and Inclusion

Emory University – DEI
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.

University of St Andrews – EDI
The University of St Andrews is fully committed to respect and fair treatment for everyone, eliminating discrimination and actively promoting equality of opportunity and delivering fairness to all. Please refer to the University's EDI policy and the Diversity pillar of the 2022-2027 University Strategy for more information.

Adherence to respective equality, diversity, and inclusion (EDI) policies are an important feature of this programme 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 EDI as it applies to e.g., gender, race, ethnicity, nationality, (dis)ability, and career stages.

Sustainable Research Travel
Emory University and the University of St Andrews recognise that mobility and in-person research are fundamental to excellent collaborative projects. Both institutions therefore encourage applicants to consider the environmental impact of their research.

Emory faculty should consult with the Emory Office of Sustainability for more information on Emory University **Sustainability Initiatives**.

St. Andrews academics should refer to the University of St Andrew's Sustainable Research and Business Travel webpage for more information about sustainable research travel choices. **Climate Care** can also help with calculating the carbon from a journey and purchasing an offset, and tools such as **Routerank** can assist with evaluating different travel options regarding time, price and sustainability.

Guidelines for budgets
The budget for each project should not exceed the maximum amount of up to GBP10,000 and USD13,000. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of St Andrews 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 St Andrews and Emory University. Please contact the respective institution before submitting your application if you are uncertain whether particular activities can be funded.

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

Allowable expenses, University of St Andrews:
- 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 20% 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 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 GBP10,000 from the University of St Andrews and up to USD13,000 from Emory University.

Application Submission

Each proposal must include the following items in the order listed below as **ONE** single PDF. Proposals will be 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 Emory University and to the University of St Andrews:

1. Names, titles, departments/schools and emails of Emory University and the University of St Andrews PI's
2. Project title and layperson abstract of the proposed project (up to 250 words)
3. Names of other Emory University researchers involved, including name, title, department, role in project
4. Names of other University of St Andrews researchers involved, including name, title, school, role in project
5. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (four-page limit, 12 font, single spaced)
    i. Project objectives
    ii. Background and previous work as appropriate
    iii. Research approaches and methods
    iv. Specific outputs expected (include, for example, publications, workshops, art, exhibitions, meetings, conferences, and visits)
    v. Explanation of how you will evaluate the success of your project
    vi. Anticipated schedule for completion
6. Brief description of how project will address the following criteria using the following subheadings (see "Assessment" below):
    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. For University of St Andrews only: Strategic relevance (maximum 100 words)
7. Budget and budget justification, with one section for St Andrews budget and one section for Emory budget, explaining in detail all anticipated expenditures
    i. Description of other funds secured or applied for overlapping projects

8. Brief letter from the Department Chair (Emory)/Head of School (St Andrews) endorsing the application

9. Curriculum vitae: 2-page maximum, current, for each PI

10. Curriculum vitae: 1-page maximum, current, for additional team members

11. 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 enable time for seeking endorsement from the department chair or equivalent at Emory and the head of school at St Andrews. Completed applications should be submitted via email to halle.global@emory.edu and partnerships@st-andrews.ac.uk.

Assessment

Applications will be evaluated by a multi-disciplinary, multi-school faculty selection committee at Emory University and by a selection committee comprised of senior academic and professional staff at the University of St Andrews.

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.

Applications for projects that align with the following St Andrews' interdisciplinary research priorities are welcome: Peace, Conflict and Security; Cultural Understanding; Evolution, Behaviour and Environment; Materials for the Modern World; Health, Infectious Disease and Well-being; Sustainability.

Each application will be evaluated 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, as well as promote and consolidate the relationship between the two universities.
- ***Strategic relevance (for University of St Andrews only)****:* the contribution to realising University strategy.

Applicants will be advised of the outcome of their application by June 2023.

Results
Successful applicants will receive a letter of confirmation from their home institution and will receive an Acceptance of Award letter which will need to be signed and returned by the due date to the Halle Institute for Global Research at Emory and the Global Office at the University of St Andrews.

Payment
Successful applicants will be awarded up to GBP10,000 and USD13,000 by their own institutions. Awardees will be responsible for managing the project funds and for facilitating the sharing of funds with their partner principal investigator where required. Emory University awardees must provide a new speedtype set up for the project for the transfer of internal funds.

Upon completion of award documents, awardees will receive the funds by approximately July 2023. It is the responsibility of the applicant to liaise directly with their finance department regarding the receipt of funds.

Change of Investigator/Industry Partner, etc.
If circumstances change – for example, the principal investigator or a team member leaves the project– awardees must provide notification to the Halle Institute for Global Research at Emory and the Global Office at the University of St Andrews. All changes will need to 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 at least one month before the end of the grant, along with a revised budget and timeline of activities to the Halle Institute for Global Research at Emory and the Global Office at the University of St Andrews 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 Emory University Halle Institute for Global Research and the University of St Andrews. 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 St Andrews."

Forfeiture of grants
Grants not spent by the due date will be transferred back either to St Andrews 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 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 each university's policy. **Recipients who fail to submit a final report will not be permitted to apply for future support from the Halle Institute for Global Research.**

Complete applications must be received by the deadline of 1 March 2023.

Further information
For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University, halle.global@emory.edu. At St Andrews, please contact Harriet Sheridan, Acting Head of Communications and Partner Engagement in the Global Office, partnerships@st-andrews.ac.uk.