



Emory University and The University of Queensland (UQ) Collaborative Partnership Research Grant – 2024

Guidelines for applicants

Purpose

This **Collaborative Partnership Research Grant** program fosters the broadening of international research and engagement between Emory University's **Halle Institute for Global Research and UQ**. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable projects built around collaborative research and engagement. The research and engagement activities may take place in any country or region as long as it is done collaboratively.

The expectation is 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 but not required.

In 2024, up to two applications will be funded (each with two principal investigators: one from UQ and one from Emory University). Each application will receive up to USD\$10,000 from each respective institution for a total of up to USD\$20,000. These funds must be used for research and engagement activities which adheres to the guidelines below.

Application eligibility

Principal investigators on a project must be regular, continuing full-time faculty at UQ and Emory University respectively or have a contract at UQ for the planned duration of the project. 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 (9am EST, 11pm AEST)
- 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 or its equivalent in Australian dollars. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of UQ and Emory University's Halle Institute for Global Research. Any activities not addressed below are subject to the rules and regulations of UQ and Emory University.

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

Make sure your budget and project timeline are clearly related. Committee members should have no difficulty determining when different parts of the project will be carried out.

Allowable expenses include:

- airfares
- 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 UQ 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 UQ:

1. Names, titles, departments, and emails of Emory University and UQ PI's
2. 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 UQ researchers involved, including name, title, department, role in project
5. 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)
 - a. Project objectives
 - b. Background and previous work as appropriate
 - c. Research approach and methods
 - d. Explanation of how you will evaluate the success of your project
 - e. Anticipated schedule for completion
6. Brief description of how project will address the following criteria using the following subheadings (see "Assessment" below):
 - a. Academic quality and impact (maximum 100 words)
 - b. Innovation (maximum 100 words)
 - c. Outcomes and sustainability (maximum 100 words)
 - d. Partnership (maximum 100 words)
7. Budget and budget justification, explaining in detail all anticipated expenditures
 - a. Description of other funds secured or applied for overlapping projects
8. Brief letter from the Department Chair (for Emory applicants) and Department Chair, Executive Dean or Institute Director (for UQ applicants), 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 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.
12. **For UQ only**, please indicate if Global Strategy and Seed 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, Executive Dean or Institute Director (responsibility of the PI to obtain).

- Completed applications should be submitted via [Halle Institute Grant Submissions 2023-24](#) (for Emory University) and sent to globalstrategy@uq.edu.au and must be received **by both universities by April 1, 2024 (9am EST, 11pm AEST)**

Applications will be evaluated by multi-disciplinary, multi-school faculty selection committees at Emory University and at UQ. Final selections will be reviewed by the Director of the Halle Institute for Global Research (Emory University) and Pro-Vice-Chancellor, Global Engagement and Entrepreneurship (UQ).

Assessment

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 the project and should ensure that they address all criteria.

The Selection Committees 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 that create value.
- **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 will be shared with broader academic communities at each institution, as well as promote and consolidate the relationship between the two universities.

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 Global Engagement and Entrepreneurship at UQ.

Payment

Awardees will be awarded up to USD \$10,000 (or equivalent in Australian dollars) from their own institution for a total of up to USD \$20,000 per project. Awardees will be responsible for managing project funds, reporting on expenditures, and for facilitating the sharing of funds with their partner PI and team members where required. Awardees must submit completed award agreement documents to their respective university before the project may begin.

- **Emory awardees** must provide a dedicated Speedtype to be used for this award and which the awardee must request and arrange through their academic unit by the due date in the award document.
- **UQ awardees** will be required to provide a relevant chart string for the project for the transfer of internal funds.

It is the responsibility of the awardees to liaise directly with their finance department regarding the receipt of funds.

Change of Investigator If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification with an explanation to the Halle Institute at Emory University and Global Engagement and Entrepreneurship at UQ. 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 Halle Institute at Emory and Global Engagement and Entrepreneurship at UQ 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 Partnership Research Grant should acknowledge financial assistance received from the Halle Institute for Global Research and UQ. Copies of publications or presentations or notification of presentations should be submitted to both institutions. The name for the said acknowledgment is “Collaborative Partnership Research Grant funding provided by the Halle Institute for Global Research at Emory University and The University of Queensland.”

Forfeiture of grants

Grants not spent by the end date will be transferred back either to Emory University and/or UQ as applicable so that unspent balances can be re-allocated.

Financial and reporting obligations

Emory awardees 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 University policy.

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

UQ awardees must agree to adhere to all requirements related to the receipt of funding, including deadlines and procedures for acquittal of funds and reporting on outcomes. Recipients will be required to submit a final report within one month of completion of the project using the template provided, outlining the evidence of the acquitted funds against the budget, the outcomes of the project, an indication of the project's sustainability, a summary of lessons learned in undertaking the project, the future direction of collaboration and prospective opportunities. This report will be utilised by UQ Global Partnerships for the follow up of potential opportunities, as well as country briefing reports and potential profiling on the [UQ Global Partnerships website](#).

UQ awardees who embark on international travel are required to abide by the official reporting, insurance and registration requirements as outlined in the UQ Travel Policy and Guidelines (ppl.app.uq.edu.au/content/9.45.05-travel). Additional associated costs incurred by the applicant above and beyond seed funding awarded will be the responsibility of the approving faculty, school or institute, or individual applicant.

Further information

For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University kyates2@emory.edu. At UQ, please contact, Kayla Warner, Manager, Strategy & Partnerships, globalstrategy@uq.edu.au.