



EMORY
UNIVERSITY



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Emory-UQ Collaborative Partnership Research Grants

Guidelines for applicants 2022-2023

Emory University (Emory) and The University of Queensland (UQ) have partnered to establish a Collaborative Partnership Research Grant through Emory's [Halle Institute for Global Research](#). This program fosters the broadening of international research and engagement between Emory 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.

Up to two applications will be funded in 2022-2023, each with two principal investigators: one from UQ and one from Emory.

Each application will receive up to US\$10,000 from their respective institution for a total of up to a maximum of US\$20,000. These funds must be used for research and engagement activities which adhere to the application guidelines set out here.

The expectation is that these initial projects will lead to long-term collaborations, institutional and research relations, and, where applicable, generate publications, exhibitions, and external funding.

Applications that include students and collaborations across schools, disciplines and units are encouraged, but not required.

Deadlines:

Applications open 28 November 2022 and close 1 March 2023, 11:59pm EST. No extensions will be granted.

Eligibility:

Principal investigators (PIs) on a project must be regular, continuing full-time faculty at UQ and Emory respectively, or have a contract at UQ for the planned duration of the project.

Past Emory awardees may apply for Halle Institute funding no sooner than two years from the end date of their previous Halle-funded project. The due date for 2022-23 applications is **1 March 2023**.

Budget guidelines:

The budget for each project should not exceed US\$20,000 or its equivalent in Australian dollars. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to UQ and Emory guidelines. Any activities not addressed below are subject to the rules and regulations of UQ and Emory.

Collaborative Research Grants are intended to support global research-related mobility for Emory University and UQ faculty and students. Up to 20% of the budget may be used (with justification as per below) for research support other than expenses related to travel.

Allowable expenses:

- Travel expenses (e.g. economy airfare, train travel)
- Appropriate per diems for faculty, post-docs, or full-time enrolled students
- 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

Non-allowable expenses:

- Salary or salary supplementation of any kind
- Indirect and overhead costs
- Courses releases
- Stipends or scholarships for students (tuition-support purposes)
- Course fees for international students
- Equipments
- 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
- Initiatives that are already receiving funding from another UQ internal grant scheme

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 span disciplines and include students.
- **Innovation:** The extent to which the project will contribute to novel thinking and creative outcomes that provide 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 publications, exhibitions, grant proposals, clinical interventions, technological innovations, enhanced networks, and research-based seminars/conferences/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.

Application 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 at UQ.

Grant duration and funding limits:

Grant funding should be spent within the period indicated in the project timeline or, at a maximum, within 24 months of receipt of funding. Grants not spent by the end date will be transferred back either to Emory or UQ, as applicable, so that unspent balances can be re-allocated. The maximum amount that applicants can apply for one project is up to US\$20,000 (up to US\$10,000 from UQ and US\$10,000 from Emory).

Submission:

Completed applications should be submitted via email to both halle.global@emory.edu and globalstrategy@uq.edu.au in one email only by the PI from either Emory or UQ.

Complete applications must be received by the deadline of 1 March 2023. No extensions will be granted.



Application submissions:

Applications should be prepared 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). Applicants must outline the aims, methods and expected outcomes of the project and should ensure that they address all criteria listed below.

1. Names, titles, departments and email addresses of Emory and UQ Principal Investigators (PIs)
2. Layperson abstract of the proposed project (max. 250 words)
3. Names of other Emory researchers involved, including name, title, department, project role
4. Names of other UQ researchers involved, including name, title, department, project role
5. Narrative description of proposed project for a multi-school/multi-disciplinary audience, including the following sub-headings (three-page limit, 12-point font, single-spaced):
 - Project objectives
 - Background and previous work, as appropriate
 - Research approach and methods
 - Explanation of how you will evaluate the success of your project
 - Anticipated schedule for completion
6. Brief description of how the project will address the following criteria using the following subheadings (see "Assessment" on previous page):

Applications will be peer-reviewed by scholars from multiple disciplines and, therefore, must be written for a non-specialist audience. Identical proposals and budgets for each application must be sent to both universities.

Each proposal must include the following items in the order listed below as one single PDF:

- Academic quality and impact of the proposed work (max. 100 words)
 - Innovation - how the project will contribute to novel thinking and creative outcomes (max. 100 words)
 - Outcomes and sustainability - how the project will lead to long-term research relationships and generate on-going collaboration (max. 100 words)
 - Partnership - how the partnership will contribute to promoting and consolidating the collaborative relationship between Emory and UQ (max. 100 words)
7. Budget and budget justification, explaining in detail all anticipated expenditures:
 - Description of other funds secured or applied for 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.

Payment of grant funds:

Awardees will be awarded up to US\$10,000 (or equivalent in AUD) from their own institution for a total of up to US\$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 can begin. It is the responsibility of the awardees to liaise directly with their finance department regarding the receipt of funds.

- **Emory awardees** must provide a 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.
- **UQ awardees** must provide a relevant chart string for the project for the transfer of internal funds.

Financial and reporting obligations:

- **Emory awardees** must 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 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 2022-2023 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 used by UQ Global Engagement to follow up on potential opportunities, as well as for briefing reports and potential profiling on their website.
- **UQ awardees** who undertake international travel are required to abide by the official reporting, insurance and registration requirements outlined in the UQ Travel Policy and Guidelines (<https://ppl.app.uq.edu.au/content/travel-procedures-0>). Additional associated costs incurred by the applicant beyond seed funding awarded will be the responsibility of the approving faculty, school, or institute, or individual applicant.

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.

Change of Investigator:

If the principal investigator, or another team member, leaves the project, awardees must provide notification with an explanation to the Halle Institute at Emory and Global Engagement at UQ. All changes must be approved in writing.

Extensions to grant period:

Under exceptional circumstances, no-cost extensions may be approved for a maximum period of six months. Applicants seeking an extension must submit a written request for formal approval 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 at UQ. All changes 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."

For further details, please contact:

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