Emory University and University of St Andrews
Collaborative Research Grant – 2025
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 Emory University and the University of St Andrews. 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 long-term collaborations, institutional and research relations, and when applicable, generate publications, exhibitions and/or external funding for ongoing collaboration. Applications that include students and/or collaborations across schools, disciplines and units are encouraged.

In 2025, one application will be funded (each with two principal investigators: one from Emory University and one from the University of St Andrews) with a project starting date of 1 January 2025. 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.

Mutual external collaborators (including researchers from other domestic or international universities, 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:**   24 June 2024
- **Applications close:**   23 September 2024
- **Outcomes announced:**   by mid-December 2024
- **Projects commence:**   1 January 2025
- **Projects completed:**   by 31 December 2026

Diversity, Equity, and Inclusion
Adherence to respective diversity, equity, and inclusion (DEI/EDI) 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/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 Andrews' Sustainable Research and Business Travel webpage for more information about sustainable research travel choices.

Trusted Research (for St Andrews applicants)
Trusted Research, the term used by the UK Government and other bodies to refer to national security issues in the planning and undertaking of research, has been an increasingly prominent agenda since 2019. The University of St Andrews is required to put in place, and enforce, relevant provisions to ensure that it attends to this agenda. We have created guidance and a Trusted Research Tool to assist researchers and direct colleagues towards existing policy and process to ensure compliance where necessary. As part of your application to this programme, you confirm that you have (or will) review/ed relevant guidance and complete/d a Trusted Research Tool submission including any required outcomes. Please see the [Trusted Research web page](#) for information and access to the Tool.

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 Emory University's Halle Institute for Global Research and the University of St Andrews. Any activities not addressed below are subject to the rules and regulations of Emory University and the University of St Andrews. Please contact the respective institution before submitting your application if you are uncertain whether particular activities can be funded.

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

Please make sure that your budget and project timeline are clearly related. Reviewers should have no difficulty determining when different parts of the project will be carried out.

Allowable expenses include:
- Airfare
- 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, etc.)
- hourly wages for full-time enrolled St Andrews or Emory 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 and 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 Grants
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 following items in the order listed below as **ONE** single PDF. Proposals will be reviewed by scholars from multiple disciplines and must be written for such an audience.

Emory applicants must submit their application to halle.global@emory.edu.

St Andrews applicants must submit their application using the 2025 submission link.

The same proposal and budget for each application must be sent to Emory University and to 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-pt. font, single spaced)
   a. Project objectives

    b. Background and previous work as appropriate

    c. Research approaches and methods

    d. Specific outputs expected (include, for example, publications, workshops, art, exhibitions, meetings, conferences, and visits)

    e. Explanation of how you will evaluate the success of your project

    f. Anticipated schedule for completion

    g. Impact and legacy

    h. Plans for future collaboration/joint applications for funding

    i. Partnership

    j. For University of St Andrews only: Strategic relevance

6. Budget and budget justification, with one section for St Andrews budget and one section for Emory budget, explaining in detail all anticipated expenditure

    a. Description of other funds secured or applied for overlapping project

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

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

9. For Emory University faculty, 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.

Completed applications should be submitted to halle.global@emory.edu (for Emory University) and [2025 submission link](#) (for University of St Andrews) and must be received **by both universities** by **23 September 2024.**

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.

Selection Process & Ranking Criteria

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. Each application will be evaluated on the following criteria:

- ***Academic quality and innovation***: the academic quality of the proposed work and its contribution to novel thinking; if appropriate, the ability to cut across disciplines, and/or include students.
- ***Impact and legacy****:* how the work may gain wide recognition and/or have a legacy once completed; if relevant, the expected changes beyond the discipline(s) and academia (e.g. UN SDG Goals, etc.).
- ***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.
- ***Partnership:*** how the research will be shared with the broader academic communities at each institution, and how this research collaboration is uniquely designed to enhance and promote the strategic partnership between Emory and St Andrews.
- ***Strategic relevance (for University of St Andrews only):*** how the research supports the ambitions of the [University Strategy 2022-2027](#).

Results

Applicants will be advised of the outcome of their application by mid-December 2024. 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. Upon completion of award documents, awardees will receive the funds by approximately January 2025. Emory University awardees must provide a new speedtype set up for the project for the transfer of internal 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 and the Global Office at the University of St Andrews.**

Award Expectations

In addition to submitting a final report at the end of the project, PIs may be asked to share brief updates about project progress, engage with Emory-St Andrews partnership events and opportunities, and notify the Halle Institute for Global Research and the Global Office of project visits or activities that take place in either location.

Further Information

For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University, kyates2@emory.edu. At St Andrews, please contact Harriet Sheridan, Partnerships Officer (Research and Reputation) in Global Office, partnerships@st-andrews.ac.uk.