



EMORY
UNIVERSITY

**The Halle Institute
for Global Research**



TEL AVIV UNIVERSITY

**Emory University Halle Institute for Global Research
Tel Aviv University
Collaborative Research Grant – 2023-24
Guidelines for Applicants**

Purpose

The Halle Institute for Global Research and Tel Aviv University (TAU) have partnered to create a new multi-year Collaborative Research Grant. This grant supports research in all fields of knowledge and outcomes may include publications, exhibitions, performances, and/or external funding. Funding for these collaborative projects between researchers from Emory and TAU primarily supports global mobility for in-person research engagement. Applications that include students are encouraged but not required.

In 2023-24, one project application (with a duration of up to two years) will be selected and funded. Project applications each have two principal investigators: one from TAU and one from Emory University. Emory University will fund its PI up to USD \$20,000 in year one and up to USD \$20,000 in year two. TAU will fund its PI in Shekels up to the equivalent in year one and up to the equivalent in year two. These funds must follow the budget guidelines below. This grant program will be offered every other year.

Application Eligibility

Emory and TAU principal investigators must be regular, full-time faculty. Questions about eligibility for Emory faculty should be directed to the Halle Institute. Questions about eligibility for faculty from TAU should be directed to TAU. 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.

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.

Due date for applications is **October 30, 2023**

Announcement of results by **December 18, 2023**

Duration and Funding Limits

Project timelines should be clearly outlined and may not exceed **24 months** from the receipt of funding.

Guidelines for budgets

The maximum allowable expenses for the Emory PI airfares, accommodation and meals/per diems should correspond to the policies of Emory University. TAU applicants are directed to follow funding rules and policies provided by TAU. Any activities not addressed below are subject to the rules and regulations of Emory University and TAU.

Successful applicants will be awarded up to USD \$20,000 (Emory) and equivalent in Shekels (TAU) in year 1. Year 2 funds (up to USD \$20,000 and equivalent in Shekels) will be distributed only upon receipt of a short report on the progress of the project and an expense report, for a total of up to USD \$40,000. Awardees will be responsible for managing the project funds and reporting on expenditures.

No more than 20% of the budget may be used (with justification as per below) for research support other than expenses related to mobility.

Allowable expenses:

- travel expenses (e.g., airfare, train, accommodation, per diems, and related expenses etc.)
- *no more than 10% of the total award may be used for hosting a seminar, conference, or workshop*
- *no more than 10% of the total award may be used for consumables, including publication and printing costs, and/or hourly wages for full-time enrolled students*

Non-allowable expenses:

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

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 Tel Aviv University. Proposals submitted to only one side will not be considered for analysis.

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.

TAU applicants must submit the following items, in the order listed below as **ONE** single PDF. TAU applications should be submitted to [TAU Application Form](#).

1. **Names, titles, departments and emails of the PI's from Emory University and TAU.**
2. **Layperson abstract** of the proposed project (up to 250 words)
3. **Names of other Emory University/TAU researchers** (faculty and students) involved, including name, title, department, role in project
4. **Narrative description** of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12-pt. 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**
5. **Budget and budget justification, explaining in detail all anticipated expenditures**
 - a. Description of other funds secured or applied for overlapping projects
6. **For Emory only: Brief letter from the Department Chair** or appropriate unit head **endorsing the application**
7. **Curriculum vitae:** 2-page maximum, current, for each PI
8. **Curriculum vitae:** 1-page maximum, current, for additional team members

9. Indicate if Halle Institute funding or TAU funding has been received in the past and if so, provide the name and start and end dates of the award and indicate whether an end-of-project report was submitted.

Applications will be evaluated by multi-disciplinary, multi-school faculty selection committees at Emory University and at TAU. Final selections will be reviewed by the Director of the Halle Institute for Global Research and TAU's Vice President, International.

Assessment

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, the ability to cut across disciplines, and/or if appropriate, the inclusion of students.
- **Innovation:** the extent to which the project will contribute to novel thinking and creative outcomes.
- **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, grant proposals, clinical interventions, technological innovations, and enhanced networks.
- **Partnership:** how the research partnership is anticipated to continue after the CRG funding ends and/or how the research will be shared with broader academic communities at each institution.

Results

Successful applicants will receive a letter of confirmation from Emory or TAU. Emory PI's 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 University.

Payment

Emory University awardees must provide a new speedtype set up for the project for the transfer of internal funds. Upon submitting complete award agreement documents, awardees will receive the funds within approximately one month. It is the responsibility of the grantee 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 submit an updated project plan to the Halle Institute at Emory University and to at TAU. All changes must 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 30 days before the project end date, along with a revised budget and timeline of activities to their respective universities for approval. All extensions must be approved in writing by both the Halle Institute and TAU.

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 Halle Institute for Global Research and TAU and 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 Tel Aviv University.”

Forfeiture of grants

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

Financial and Reporting Obligations

Year 2 funds will be distributed only upon receipt of a short report on the progress of the project and an expense report. Awardees will be required to submit to both institutions 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/TAU policies.** Awardees who fail to submit a final report will not be permitted to apply for future Halle Institute support.

Emory awardees may not apply for additional Halle Institute funding prior to two years from the end date of their project.

Further information

For further information, please contact Kelly Richmond Yates, Associate Director, Halle Institute for Global Research at Emory University at kyates2@emory.edu. At TAU, please contact Michal Linder intlprojects@tauex.tau.ac.il.