
Emory University and Nanjing University Collaborative Research Grants – 2019-20 Guidelines for Applicants

May 16, 2019

The Mission is to promote cooperation and development in research between Emory University and Nanjing University. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable programs built around collaborative research projects linking faculty from Emory University and Nanjing University. The cooperative research may take place in any country as long as it is done collaboratively. Outcomes may include publications, external funding, and/or other forms of research-based activity, student training programmes.

In 2019, up to two applications will be funded (each with two principal investigators: one from Emory University and one from Nanjing University). Each application will receive the equivalent of up to USD15,000 from their own institution for a total of up to USD30,000. These funds must be used for cooperative research (broadly defined) and may include one travel and related expenses. Proposals may include hosting a seminar/conference/workshop/symposium as one line-item.

Activities that will be considered

- academic research mobility
- travel expenses (e.g., economy airfare, train, etc.);
- accommodation;
- partial costs for hosting a seminar/conference or workshop
- publication and patent costs for cooperative research outcomes.

Activities that will not be considered

- salaries or salary supplementation
- per diems for faculty or full-time enrolled students;
- 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.

Any activities not addressed above are subject to the rules and regulations of Emory and Nanjing.

Guidelines for budgets that include provision for travel and related expenses

The budget for each project should not exceed the maximum amount of up to USD30,000 or its equivalent in yuan. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of Emory and Nanjing.

- All travel must be consistent with guidelines for travel costs of Nanjing and Emory;
- Airfares: only travel up to the value of three return economy class airfares/per team will be considered.

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 and Nanjing respectively.

Duration and Funding Limits

Grants should be spent within the period indicated in the project submission or, as a maximum, within 24 months of receipt of funding. The maximum amount that applicants can apply for one project is up to USD30,000 (up to USD15,000 from Emory and USD15,000 from Nanjing). Extensions may be granted in exceptional circumstances

but must be requested in writing to the grant contact at each institution. Funding for larger grants may be considered on an exceptional basis, subject to approval by both institutions.

Application Submission Deadline: 2019 September 27th

Each proposal must include the following items in the order listed. **The exact same text and budget** for each proposal must be sent to Emory University and Nanjing University:

- Cover application document (attached)
- Abstract (up to 250 word, in Chinese)
- Description of the proposed project (three-page limit, 12 font, single spaced)
- Project objectives
- Background and previous work as appropriate.
- Project approach and methods
- Anticipated outcomes, including how the project will promote collaboration between the two institutions. Each project must include at least one Emory visit and one NJU visit.
- Anticipated schedule
- Budget and budget justification, explaining all anticipated expenditures
- Description of other funds secured or applied for overlapping projects
- Endorsement Letter from Department Chair or Dean stating that the department/college/faculty are supportive of the proposal and have approved its impact.
- Curriculum vitae: 2-page maximum, current, for each PI
- Curriculum vitae: 2-page maximum, current, for additional team members

Applicants should start preparing their applications well ahead of the closing date as endorsement by the Faculty Dean can take time to secure. Nanjing applications should be submitted in time via email to oice@nju.edu.cn.

After submission, applications will be reviewed and scored by a Selection Committee comprised of senior academic and non-academic staff from both Nanjing and Emory.

Applicants will be advised of the outcome of their application by the end of October 2019.

Ranking Criteria & Scoring

Applications will be assessed in the following way:

The Selection Committee will be comprised of reviewers from each institution. Final decisions will be reviewed by the Director of the Halle Institute for Global Research from Emory University and the Director of the Office of International Cooperation and Exchanges from Nanjing University.

Each reviewer will assess, comment on and score each application, based on the criteria below. Applicants are expected to outline the aims, methods and expected outcomes of their project and should ensure that they address the criteria outlined below. Expected outcomes may include, among other possibilities: publications, grant proposals, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops. ***Priority will be given to applications that support activities involving students, contribute to institutional impact, and/or encourage broad collaborations across schools, disciplines, and units.***

The Review Committee 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, enhanced networks and/or research-based seminar/conference/workshops.

- **Partnership:** how the partnership will contribute to promoting and consolidating the relationship between Emory and the partner institution.
- **Strategic relevance:** the contribution to realising university strategies.

Priority will be given to applications that support activities involving students, contribute to institutional impact, and encourage broad collaborations across each university.

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 program coordinator in the respective Halle Institute for Global Research at Emory and Office of International Cooperation and Exchanges at Nanjing University.

Payment

Successful applicants will be awarded up to USD15,000 (or equivalent yuan) by their own institution for a total of up to USD30,000 per project. Applicants will be responsible for managing the project funds and for facilitating the sharing of funds with their partner principal investigator where required. Successful applicants will receive the funds by mid-March 2020. 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 an investigator leaves the project or the industry partner withdraws – applicants should contact the grant program coordinator in their respective institution. Such changes will need to be approved and documented.

Extensions

Under exceptional circumstances, extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit a written request along with a revised budget and timeline of activities to the program coordinator for approval prior to expiry of the grant.

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 Nanjing University Office of International Cooperation and Exchanges, and copies of publications or presentations or notification of presentations should be submitted to the Halle Institute, Emory University and the International Office, Nanjing University. The name for the said acknowledgment is “Collaborative Research Grant funding provided by the Halle Institute for Global Research at Emory University and the Office of International Cooperation and Exchanges at Nanjing University.”

Forfeiture of grants

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

Financial and Reporting Obligations

Recipients will be required to submit a final report within three months of completion of the project. A report pro-forma will be sent to successful applicants. 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. **Recipients who fail to submit a final report will not be able to submit future Collaborative Research Grant applications.**

Letter of Support

- If the proposed collaborative research between Emory and Nanjing principal investigators involves an additional partner institution, a letter of support from this third institution outlining collaboration activity to date is also required. Please note, however, that this is atypical as in most cases applications for funding only involves Emory and Nanjing principal investigators.
- Any supporting letters must be on official letterhead and in English or Chinese (under the circumstance that the third institution is a Chinese University) .

Complete applications must be received by the deadline of September 27, 2019. No extensions will be granted.

Further information

For further information, please contact Kelly Richmond Yates at kyates2@emory.edu in the Halle Institute for Global Research at Emory University. At Nanjing, please contact Xingxin Wu at oice@nju.edu.cn or 86-25-89683371 in the Office of International Cooperation and Exchanges at Nanjing University.