

---

## **Yonsei University and Emory University Global Research Cooperation Funding (GRCF) Guidelines for Applicants**

### **Purpose**

The Global Research Cooperation Funding (GRCF) program provides funding to support initiatives in internationalization. The aim is to foster international partnerships in research, teaching and learning, capacity building and other areas with high-profile partners in priority regions. Applicants from any discipline are encouraged to submit funding applications for innovative and sustainable programs built around collaborative research and/or learning and teaching initiatives linking Yonsei University and Emory University with each other. The expectation is that these initial projects will lead to long-term international relations and generate significant external funding for on-going collaboration in the future.

In 2019, up to two applications will be funded (each with two chief investigators: one from Yonsei University and one from Emory University). Each application will receive the equivalent of USD15,000 from each institution for a total of USD30,000.

### **Activities that will be considered for the GRCF**

- academic mobility;
- travel expenses (e.g., economy airfare, train, etc.);
- partial costs for hosting a seminar/conference or workshop;
- accommodation;
- salaries or salary supplementation, per diems and honoraria to students enrolled in undergraduate or graduate programs;
- consumables, including publication/printing costs (within limits indicated below).

### **Activities that will not be considered for the GRCF**

- salaries for general teaching;
- website development;
- salaries or salary supplementation, per diems and honoraria to regular, full-time faculty or staff;
- scholarships for students (tuition support purposes);
- course fees for international students;
- mobile phone cards;
- entertainment costs;
- computers, including laptops, (excluding access to high-performance computers or other specialised applications that are justified against the project) 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 Yonsei.

### **Guidelines for budgets that include provision for travel and related expenses**

The GRCF budget for one project should not exceed the maximum amount of USD30,000 or its equivalent in KRW. The maximum GRCF allowable expenses for airfares, accommodation and meals should correspond to the guidelines of Yonsei and Emory.

- Bench fees imposed by partner institutions will not be considered but in some cases, extraordinary material fees may be considered;
- All travel must be consistent with guidelines for travel costs of Yonsei and Emory;
- Airfares: only travel up to the value of three return economy class airfares will be considered;
- Accommodation: a maximum of two weeks accommodation for up to three people may be funded;
- Meals and incidentals: a maximum of two weeks subsistence for up to three people may be funded;
- Publication and printing costs in the framework of a seminar/conference or workshop: not to exceed \$1500;

- 
- Consumables: not to exceed \$700.

### Application Eligibility

Applications are welcome once per year within the deadline specified below. Chief investigators on a project must be regular, full-time faculty at Emory and Yonsei 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 USD30,000 (USD15,000 from Yonsei and USD15,000 from Emory). Extensions may be granted in exceptional circumstances but must be requested in writing to the GRCF contact at each institution. Funding for larger grants may be considered on an exceptional basis, subject to approval by both institutions.

### Submitting an Application

GRCF Application Forms can be obtained from Emory at <https://global.emory.edu/halle-institute/research.html#grcf> or from Yonsei at <https://yfl.yonsei.ac.kr>. Applicants should start preparing their applications well ahead of the closing date as endorsement by the Faculty Dean can take time to secure. Completed applications should be submitted via email to [global@emory.edu](mailto:global@emory.edu) and [ysfrontierlab@yonsei.ac.kr](mailto:ysfrontierlab@yonsei.ac.kr).

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

Applicants will be advised of the outcome of their application by the end of October 2018.

### Ranking Criteria & Scoring

GRCF applications will be assessed in the following way:

The Selection Committee will be comprised of six reviewers with three members from each institution, including a senior Faculty representative; a representative of each university's research office; and the Vice Provost for Global Strategy and Initiatives from Emory University and the Associate Dean of Research Affairs from Yonsei University.

Each reviewer will assess and score the whole application. Applicants are expected to outline the methods, aims and results of their project and should also ensure that they sufficiently address the following: **academic quality and impact; financial sustainability; innovation; relevance to the Universities' strategies; and relevance to fostering long-term international partnership between Yonsei University and Emory University.** The expected outcomes of the project should also be included and may include, for example: enhanced networks, publications, workshops, conferences, and researcher mobility (though these would not necessarily be considered outcomes in and of themselves).

Reviewers will score each proposal on 5 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 published, the ability to cut across disciplines and to draw in postgraduate students and junior academics. **(0-20 points)**
- **Strategic relevance:** its contribution to realizing the Universities' international strategy, and its potential to provide useful outcomes to society locally and globally, such as building capacity and influencing policy. **(0-20 points)**
- **Partnership:** How the partnership will contribute to promoting and consolidating the relationship between Emory and Yonsei and in which key areas. **(0-20 points)**
- **Innovation:** the extent to which the project will contribute to novel thinking and/or new technology in its field. **(0-20 points)**
- **Financial Sustainability:** the likelihood that the project will lead to long-term international relationships and generate significant external funding for ongoing collaboration. **(0-20 points)**

---

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

Reviewers will individually score each application out of 100. The three scores from each institution will be divided by 10 and then added together, to give a score out of 30. The two institution scores will then be added to create a final score out of 60.

Funding will be allocated to the highest scoring applications until the total funding pool has been exhausted.

If an application is ranked highly enough to receive funding but there is a discrepancy between the two institution scores of more than 10 points, an additional score will be sought from the Vice Provost for Global Strategy and Initiatives at Emory University and the Deputy director of Yonsei Frontier Lab at Yonsei University, and a teleconference will be held between all Selection Committee members.

#### **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 Office of Global Strategy and Initiatives at Emory and the Yonsei Frontier Lab at Yonsei.

#### **Payment**

Successful applicants will be awarded USD15,000 (or equivalent KRW) by their own institution for a total of USD30,000 per project. Applicants will be responsible for managing the project funds and for facilitating the sharing of funds with their partner chief investigator where required. Successful applicants will receive the funds by mid-March 2019. 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 lead investigator or a fellow investigator leaves the project or the industry partner withdraws – applicants should contact the GRCF 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 GRCF should acknowledge financial assistance received from the GRCF and copies of publications or presentations or notification of presentations should be submitted to the Yonsei Frontier lab, Yonsei University and the Office of Global Strategy and Initiatives, Emory University. The name for the said acknowledgment is “Global Research Cooperation Funding provided by Emory University and Yonsei University.”

#### **Forfeiture of grants**

Grants not spent by the due date will be transferred back either to Yonsei 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 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 GRCF applications.**

**Letter of Support**

- If the proposed collaborative research between Yonsei and Emory Chief 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 Yonsei and Emory Chief Investigators.
- Any supporting letters must be on official letterhead and in English.

**Complete applications must be received by the deadline of September 24, 2018. No extensions will be granted.**

**Further information**

For further information, please contact Chris Rapalje at [christine.rapalje@emory.edu](mailto:christine.rapalje@emory.edu) in the Office of Global Strategy and Initiatives at Emory University. At Yonsei, please contact Giseon Jung at [ysfrontierlab@yonsei.ac.kr](mailto:ysfrontierlab@yonsei.ac.kr) in the Yonsei Frontier Lab.