Collaborative Research Grant – 2020-21
Guidelines for Applicants

Purpose
The Collaborative Research Grant program 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 regular, continuing, full-time faculty from the University of Bonn and HUJI. The research may take place in Germany and/or Israel as long as it is done collaboratively. Scientists from other countries may participate in the project but will not receive funding. 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.

These funds must be used for research (broadly defined) and follow the budget guidelines below.

Application Eligibility
Principal investigators on a project must be regular, continuing full-time faculty at the University of Bonn and HUJI respectively.

Time Schedule 2020/2021
May 14th, 2020: Publication of a joint call for the Collaborative Research Grant
Sept. 10th, 2020: Submission deadline for joint proposals
Nov. 16th, 2020: Announcements of results
Jan. 1st, 2021: Start of joint projects

Guidelines for budgets
The collaborative research grants will be funded by a joint fund of 40,000 Euros (20,000 Euros from each university) per year. Budget proposals should not exceed 20,000 Euros in total, proposals with a smaller budget volume are also encouraged. The financial plans submitted will be reviewed by an independent committee.

The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of Bonn and HUJI. Any activities not addressed below are subject to the rules and regulations of the University of Bonn and HUJI.

Allowable expenses:
- travel expenses (e.g., economy airfare, train, etc.)
- accommodation
- per diems for faculty or full-time enrolled students
- one-line item may include costs for hosting a seminar, conference or workshop
- Expenses for (part-time) student assistance (HUJI)

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

Duration and Funding Limits
Grants should be spent within the period indicated in the project submission or, at a maximum, within 24 months of receipt of funding. The maximum amount that applicants can apply for one project is up to 20,000 Euros. Applications with a smaller budget are also encouraged. No-cost extensions may be granted in exceptional circumstances but must be requested in writing to the appropriate contact at each institution.

**Application Submission**

Each proposal must include the following items in the order listed below as **ONE** single PDF. The same proposal and budget for each application must be sent to HUJI and to the University of Bonn:

a. Names, titles, departments and emails of HUJI and the University of Bonn applicants  
b. Abstract of the proposed project (up to 250 words)  
c. Names of other HUJI researchers involved, including name, title, department, role in project  
d. Names of other University of Bonn researchers involved, including name, title, department, role in project  
e. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12 font, single spaced)  
   i. Project objectives  
   ii. Background and previous work as appropriate  
   iii. Project approach and methods  
   iv. Explanation of how you will evaluate the success of your project  
   v. Anticipated schedule  
   vi. Brief description of how the project (will address the following criteria using the following subheadings, max. 100 words each): Academic quality and impact, Innovation, Outcomes and sustainability, Partnership, Strategic relevance  
   vii. Specification of expected future outcome and sustainability: Joint publications, joint proposals for third-party funding, joint teaching activities, joint supervision ect. See also “Ranking Criteria and Scoring”.  
f. Budget and budget justification, explaining in detail all anticipated expenditures  
   i. Description of other funds secured or applied for overlapping projects  
g. Brief letter from the Department Chair endorsing the application  
h. Curriculum vitae: 2-page maximum, current, for each PI  
i. Curriculum vitae: 1-page maximum, current, for additional team members

Applicants should start preparing their applications well ahead of the closing date to provide time for an endorsement letter from each PI’s respective Department Chair. Completed applications should be submitted via email to Alma Lessing (International Office, HUJI) at alma@savion.huji.ac.il and Brigitte Engelmann (International Office, University of Bonn) at brigitte-engelmann@uni-bonn.de. Applications will be reviewed and scored by multi-disciplinary, multi-school faculty selection committees at HUJI and at the University of Bonn. Final selections will be reviewed by the Vice-President for International Affairs at HUJI and the Vice Rector for International Affairs at the University of Bonn. Applicants will be advised of the outcome of their application in November 2020.

**Ranking Criteria & Scoring**

The Selection Committees will assess, comment on and score 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. Applications that include activities involving students and/or encourage broad collaborations across schools, disciplines, and units are encouraged but not required.

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. If appropriate, the ability to cut across disciplines, and/or include 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, exhibitions, 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 HUJI and the University of Bonn.

**Results**

Successful applicants will receive a joint letter of confirmation from both institutions as well as an Acceptance of Award letter that must be signed and returned by the due date to the International Office at HUJI and the International Office at the University of Bonn.

**Payment**

Successful applicants will be awarded up to 20,000 Euros. Awardees will be responsible for managing project funds and for facilitating the sharing of funds with team members where required. Upon submitting complete award agreement documents, successful applicants will receive the funds within one month. It is the responsibility of the awardee to liaise directly with their finance department (University of Bonn) and the Authority for R&D (HUJI) 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 to the International Office at HUJI and the International Office at University of Bonn. All changes must be approved in writing.

**Extensions**

Under exceptional circumstances, no-cost extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit a written request at least one month before the end of the grant, along with a revised budget and timeline of activities to the International Office at HUJI and the International Office at the University of Bonn 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 this Collaborative Research Grant should acknowledge financial assistance received from HUJI and the University of Bonn. Copies of publications or presentations or notification of presentations should be submitted to the International Office at the University of Bonn and HUJI. The name for the said acknowledgment is “Collaborative Research Grant funding provided by the Hebrew University of Jerusalem and the University of Bonn.”

**Forfeiture of grants**

Grants not spent by the due date will be transferred back either to HUJI or the University of Bonn 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 University policy.

**Complete applications must be received by the deadline of September 10th, 2020. No extensions will be granted.**

**Further information**
For further information, please contact at HUJI: Alma Lessing, International Office, International Partnerships & Development, almal@savion.huji.ac.il
At Bonn, please contact Brigitte Engelmann, Unit Partnerships and International Researchers of the International Office at the University of Bonn, brigitte.engelmann@uni-bonn.de.