Cornell-NUS Global Strategic Collaboration Awards
In support of the Cornell Global Hubs Initiative
Request for Proposals and Guidelines for Applicants

Deadline for Applications:
4 October 2024 | 11:59 p.m. EDT
5 October 2024 | 11:59 a.m. SGT

Purpose and Priorities

The Cornell University (Cornell) and the National University of Singapore (NUS) have identified each other as strategic partners to foster deep collaborations in research and education, as part of Cornell's Global Hubs initiative.

The Cornell-NUS Global Strategic Collaboration Awards (GSCA) are intended to provide Cornell and NUS faculty teams with initial financial support for collaborative research explorations with the potential to create new or expanded research partnerships, develop cutting-edge scholarship to create academic and societal impact, and attract external funding.

These international research exploration seed grants will help support early-stage research projects or capacity-building efforts to create and sustain long-term collaborations and secure extramural funding.

Applicants may propose new partnerships to explore and develop research collaborations, including organizing initial meetings and workshops and/or establishing research infrastructure for gathering preliminary data to develop a research idea (e.g., feasibility, pilot, and proof-of-concept studies) that may result in joint publications and enable subsequent applications for external funding. Alternately, applicants may expand an existing partnership if the research project explores new directions or aims at capacity-building and requires further development to attract future funding. Proposals should be sustainable in the long-term with a plan for engagement that includes the details for sustainable external funding and publication outputs.

We invite proposals from researchers in all disciplines at NUS and Cornell. In this round, up to five (5) proposals will be funded (each with two Principal Investigators: one from Cornell and one from NUS. Each successful proposal may receive up to the equivalent of USD $5,000 from each university for a total of USD $10,000. Each Institution's contributions will be used exclusively to fund its own researcher and their research expenses and will not be comingled. The award of any funds from either Institution will be subject, in each case, to the internal processes and procedures of such Institution.

Previously funded projects can be viewed at this link: https://global.cornell.edu/hub/home/seed-grants

1. Eligibility

1.1. Applications are open to any Cornell-eligible Principal Investigator and NUS-eligible Principal Investigator. Each grant requires at least one PI from Cornell and one PI from NUS. Additional collaborators are welcome but not required. In this round, no specific themes are prioritized for the research grants. All Cornell Principal Investigators must meet Cornell's PI eligibility criteria. All NUS Principal Investigators must be full-time NUS academic staff. NUS applicants should have a contract end date which exceeds the project end date. PIs, co-PIs and collaborators should also not be salaried by this research project, if awarded.

1.2. Graduate students, post-docs, and research assistants/associates are not eligible to apply as Principal

Investigators, but they are welcome to join the applications.

1.3. Projects already funded by a GSCA are not eligible for funding in subsequent years. Grantees who have received funding within the past year and wish to be considered for subsequent grant funding might be considered only in highly exceptional situations and if they are proposing completely new activities and/or substantial enhancements to the initial project.

2. Duration

Funding should be expended between 1 January 2025 and 31 December 2025.

3. Important Dates

Applications open	15 May 2024
Information Session	5 September 2024 8:00 a.m. EDT / 8:00 p.m. SGT
Applications close	4 October 2024, 11:59 p.m. EDT / 5 October 2024, 11:59 a.m. SGT
Successful applicants notified	by December 15, 2024
Earliest date for projects to start	1 January 2025
Mid-term review	15 June 2025
Latest date for projects to end	31 December 2025
Final reports due	31 March 2026

4. Budget and Justification

Proposal budget, submitted using the provided template, should be appropriate, realistic, and reasonable for the work proposed. Budget justification should clearly demonstrate the need for this seed grant and how the requested funds will initiate new or expanded collaborations, enable proposed activities, and help build towards future external funding.

Eligible Grant Activities/Costs

Activity/Cost	
Travel expenses: Airfare (economy class), train, rental car, lodging, meals, visas, etc.)	eligible
Costs for hosting seminars/conferences or workshops (e.g., venue rental, catering, lodging, etc.)	eligible
Conference registration (related to collaborative research)	eligible
Consumable materials and supplies	eligible
Publications and printing (related to collaborative research)	eligible
Hiring graduate students to assist with research project [such as Graduate Research Assistant (GRA) summer appointment stipends or student hourly employment at Cornell; and NUS Student Work Scheme (NSWS)	eligible
General teaching or instructional programs	not eligible
Salaries, salary supplementation, and benefits for faculty, staff, and post-docs including effort for faculty in soft-money positions, teaching buyout	not eligible
Stipend payments to non-Cornell, non-NUS individuals	not eligible
Student scholarships	not eligible
Website development	not eligible
Mobile phone cards	not eligible
Entertainment costs	not eligible
Computers, laptops, printers, standard software, basic computing accessories (access to high-performance computers or other specialized applications that are justified by the project are allowed)	not eligible
Indirect costs (non-required for this grant)	not eligible

All travel activities must comply with the guidelines of the respective universities:

- **Cornell**
  - All faculty and staff are required to pre-register all Cornell-related international travel, including trips paid for through this grant.
  - **Travel Policy:**
    - University Policy 3.2, University Travel
    - Risk Management for International Travel 8.5
- **NUS –** All NUS travel must comply with the NUS Travel Policy.

4.1 Additional note for Cornell applicants:
This grant is funded by the Office of the Vice Provost for International Affairs as part of the Cornell Global Hubs initiative and considered an internal grant on the Cornell side. Information and resources for planning for and conducting international projects can be found on the Global Cornell travel site. The Cornell PI should consult their department/unit financial administrator with financial questions and must request a budget check from that financial specialist before proposal submission.
Budget line items are subject to review. Finalists and their administrative staff may be put in touch with Cornell's Global Operations Team to ensure that all relevant costs are budgeted; that the project's legal, financial, safety, and logistical considerations have been addressed; and that best financial management practices and Cornell standards are followed during project administration.

5. Submission Requirements

All proposals must address the selection criteria (see point 6) and also include the following elements:

- Project Title (255 characters max)
- Project Abstract (150 words max)
- Project keywords (30 words max)
- Project timeline (Template is provided as part of the online application form.)
- Project budget (Template is provided as part of the online application form.)

6. Scoring and Selection Criteria

6.1. Criteria do not have weightings; proposals are assessed holistically. Each proposal will be assessed according to the selection criteria described below.

Score	Category	Justification
4	Excellent	Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor
3	Very Good	Proposal addresses the criterion very well, but a small number of shortcomings are present
2	Good	Proposal addresses the criterion well, but a number of shortcomings are present
1	Weak	Criterion is inadequately addressed or there are serious inherent weaknesses
Selection Criteria		**Description**
Quality & Relevance		• Clearly describe the objectives and methodology to be employed with the project. The alignment with strategic priorities and the objectives of the funding scheme will be considered in combination with the soundness of the concept and credibility of the proposed methodology. (Note: Proposals should use clear writing appropriate for non-specialists and make a strong case for the importance of the project to reviewers outside the discipline. It is strongly advised that the proposals avoid jargon and unexplained abbreviations). • Explain the composition of project team and track record, including short bios for group members, a summary of how individuals' expertise will contribute to achieving the project aims, and highlights from any previous engagement, if applicable. • *1000 words maximum*

Execution, including sustainability plan	• Elaborate on the workplan and milestones outlined in the timeframe (there are separate sections/templates in the application form for an outline of activities in the Timeline and Budget). Proposed timeframes and budget estimates should be realistic and appropriate. • This section should also address the appropriateness of the allocation of tasks, ensuring that all participants have a valid role and there are adequate resources in the project to enable them to fulfil that role. • Sustainability: The long-term plan for engagement to attract research funding. Proposals must include a specific and concrete plan for how the project will become sustainable. Provide a list of opportunities for future extramural funding to continue the project following the seed grant and elaborate on why the project will be competitive for future external funding. • *300 words maximum*
Impact	• Outline what the participants will gain from the project and how it will contribute to the discipline and field of research. • Explain how the project will establish or strengthen a durable cooperation between the universities and participants. • Explain how the project will impact beyond the academic sphere (i.e., benefit society, address global challenges, etc.). • Explain how the project activities and results will be communicated to different target audiences (e.g., publications, blogs, events, teaching/training materials, new educational collaborations, policy briefs, external funding bids etc.). • *300 words maximum*

7. Expected Outcomes

It is expected that the selected proposal will result in one or more of the following outcomes:

Category	Outcome
Research quality and influence	The research: - will advance knowledge in the field which addresses an issue of importance - may result in fundamental outcomes - is innovative in concept - will use well established approaches to good effect
Publications	At least one (1) refereed / peer-reviewed publication in a nationally/internationally recognized scholarly journal
External funding	At least one (1) national/international competitive grant submission
Optional:	
Training & education	Supervision and mentoring of visiting PhD students/postdoctoral researchers/junior scholars
Joint Workshop	Organize at least one (1) joint workshop at either institution
Conference	At least one (1) conference presentation

8. Assessment Process

Award selection will be made by a joint committee formed by members of both universities, which reserves final authority over the selection of projects taking into account university and faculty strategic priorities, and the availability of funds.

9. Application Submission

9.1. All applications must be jointly developed by a Principal Investigator from Cornell and a Principal Investigator from NUS.

9.2. All applications must be submitted online via Cornell InfoReady platform at the online NUS-Cornell Global Strategic Collaboration Award Application by the Principal Investigator from Cornell using their Cornell username and password.

9.3. A copy of the questions included in the online application form (including budget and timeline templates) is available for preview at the online NUS-Cornell Global Strategic Collaboration Award Application.

9.4. Only complete submissions will be considered.

9.5. Late applications will not be considered.

10. Notification of Application Outcomes

Successful applicants will receive a letter of award outlining the process to accept the award including payment. Feedback on individual applications will not be provided.

11. Change of Investigator

Applicants should contact the Program Coordinator at each institution. Such changes will need to be approved and documented.

12. Extensions

Under exceptional circumstances extensions will be approved for a maximum period of six months. Applicants seeking an extension must submit a revised budget and timeline of activities to the Program Coordinators for approval.

13. Forfeiture of Grants

Grants not spent by 31 December 2025 must be returned so that unspent balances can be re-allocated.

14. Financial and Reporting Obligations

The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and prior approval is needed for any variation in the budget items. Request for variations from original proposals must be submitted to both universities.

Awardees must adhere to the purchasing guidelines of the respective universities.

Recipients must submit a mid-term review by 15 June 2025 and a final report by 31 March 2026 In consultation with their Finance Manager, the Cornell Principal Investigator must complete the acquittal of awarded funds and provide a statement as part of their final report. Failure to submit a completed report will result in all members of the project team being ineligible to submit future funding applications.

The activation of research funding accounts is not tied to ethics/other approvals being obtained. It is the responsibility of Principal Investigators to ensure that no work requiring approval is commenced until such approvals are in place.

15. Marketing and Communications

Recipients may be contacted by Cornell and NUS for the purposes of promoting their successful funding application and informing others of their research.

16. Publications

Any publications (e.g., abstracts, articles) or dissemination (e.g., public presentations) arising from activities supported by the GSCA should acknowledge assistance received from the GSCA and copies or notification should be submitted to OVPIA at Cornell and NUS. The standard acknowledgment is "Cornell–NUS Global Strategic Collaboration Awards".

17. Virtual Joint Information Session

5 September 2024, 8:00 a.m. EDT / 8:00 p.m. SGT
Register for information session on Zoom

18. Further Information

For further information please contact the Program Coordinators:

Cornell University	**National University of Singapore**
Sebnem Ozkan Director of Global Hubs Office of the Vice Provost for International Affairs (OVPIA) Email: globalhubs@cornell.edu	Brenda Lim Manager Office of the Deputy President (Research & Technology) Email: brendalim@nus.edu.sg