

## University of St Andrews and University of Bonn Collaborative Research Grant – 2025 Guidelines for Applicants

### Purpose

The **Collaborative Research Grant** programme 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 faculty at the University of St Andrews and the University of Bonn. The research may take place in any country or region as long as it is done collaboratively. 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. Applications that include students and/or collaborations across schools, disciplines, and units are encouraged.

Projects that align with the University of St Andrews interdisciplinary research priorities and the University of Bonn TRAs are particularly welcome. **St Andrews:** Peace, Conflict and Security; Cultural Understanding; Evolution, Behaviour and Environment; Materials for the Modern World; Health, Infectious Disease and Well-being; Sustainability. **Bonn:** Mathematics, Modelling and Simulation of Complex Systems; Building Blocks of Matter and Fundamental Interactions; Life and Health; Individuals, Institutions and Societies; Past Worlds and Modern Questions - Cultures Across Time and Space; Innovation and Technology for Sustainable Futures.

In 2025, up to two applications will be funded (each with two principal investigators: one from University of St Andrews and one from the University of Bonn). The successful proposals will receive up to GBP10,000 from the University of St Andrews and up to EUR 11,500 from the University of Bonn for a total of up to approx. GBP20,000/EUR 23.000. These funds must be used for research (broadly defined) and must follow the budget guidelines below.

### Application Eligibility

Principal investigators on a project must be full-time or part-time academic staff at the University of St Andrews with a contract of employment until at least the end of collaborative research project. Principal investigators at University of Bonn must have completed a doctorate and be able to show proof of their employment at least until the end of the collaborative research project. Previous St Andrews-Bonn CRG awardees are not eligible to apply before the end of their current CRG grant. Questions about eligibility should be directed to the respective institution.

Principal investigators are also eligible to apply to the 2025 call of the Bonn-St Andrews Global PhD Scholarship. However, applicants should avoid developing interdependent CRG and Global PhD projects. Projects submitted to the Collaborative Research Grant programme must be viable without a successful Global PhD Scholarship award and vice versa. Each programme will be reviewed and assessed by separate selection committees.

Mutual external collaborators (including researchers from other domestic or international universities, or those working in non-academic contexts such as industry or government) cannot lead an application but can be involved in the proposed activities at their own expense, where the benefit of their involvement to the collaboration is justified in the proposal.

## Key Dates

- **Call opens:** **24 June 2024**
- **Applications close:** **23 September 2024 (6pm CET, 5pm BST)**
- **Outcomes announced:** **by early December 2024**
- **Projects commence:** **1 January 2025**
- **Projects completed:** **by 31 December 2026**

## 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.

## Sustainable Research Travel

The University of Bonn and the University of St Andrews recognise the importance of organising in-person meetings and events to support the development of collaborative research partnerships. Therefore, both institutions encourage applicants to consider the environmental impact of their research. Please refer to the University of St Andrew's [Sustainable Research and Business Travel](#) webpage and the University of Bonn's [Guidelines on Sustainability in International Cooperation](#) for more information.

## Trusted Research (for St Andrews applicants)

Trusted Research, the term used by the UK Government and other bodies to refer to national security issues in the planning and undertaking of research, has been an increasingly prominent agenda since 2019. The University of St Andrews is required to put in place, and enforce, relevant provisions to ensure that it attends to this agenda. We have created guidance and a Trusted Research Tool to assist researchers and direct colleagues towards existing policy and process to ensure compliance where necessary. As part of your application to this programme, you confirm that you have (or will) review/ed relevant guidance and

complete/d a Trusted Research Tool submission including any required outcomes. Please see the [Trusted Research web page](#) for information and access to the Tool.

## Guidelines for Budgets

The budget for each project should not exceed GBP20,000 (up to GBP10,000 from the University of St Andrews and up to EUR11,500 from the University of Bonn). The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of St Andrews and the University of Bonn. **Any activities not addressed below are subject to the rules and regulations of the University of St Andrews and the University of Bonn** (i.e., NRW Travel Expenses Act (LRKG) for University of Bonn staff; for researchers invited to Bonn, see recommended rates on Bonn's program website). The financial plans submitted will be reviewed by an independent committee. Please contact the respective institution before submitting your application if you are uncertain whether particular activities can be funded.

### *Allowable expenses include:*

- Airfare, train tickets
- Accommodation
- Local transportation
- appropriate per diems for faculty, post-docs, or full-time enrolled student team members
- costs for hosting a seminar, conference or workshop
- consumables (publication/printing costs, etc.)
- hourly wages for full-time enrolled St Andrews or University of Bonn students

### *Non-allowable expenses:*

- salaries or salary supplementation for faculty and staff
- 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 of Grants

Grants should be spent within the period indicated in the project submission or, at a maximum, within 24 months of receipt of funding. **Funds from Bonn need to be fully spent by October 31, 2026.**

## Application Submission

Each proposal must include the following items in the order listed below as **ONE** single PDF. Proposals will be reviewed by selection committee members from multiple disciplines and

must be written for such an audience. The same proposal and budget for each application must be sent to the University of St Andrews and to the University of Bonn:

- a. Names, titles, departments/schools and emails of the University of St Andrews and the University of Bonn PI's
- b. Project title and layperson abstract of the proposed project (up to 250 words)
- c. Names of other the University of St Andrews researchers involved, including name, title, school, 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 (four-page limit, 12-pt. font, single spaced)
  - i. Project objectives
  - ii. Background and previous work as appropriate
  - iii. Research approach and methods
  - iv. Specific outputs expected (include, for example, publications, workshops, meetings, conferences, and visits)
  - v. Explanation of how you will evaluate the success of your project
  - vi. Anticipated schedule for completion
  - vii. Impact and legacy
  - viii. Plans for future collaboration/joint applications for funding
  - ix. Partnership and strategic relevance
  - x. Adherence to diversity, equity, and inclusion (DEI) principles
- f. Budget and budget justification, with one section for St Andrews budget and one section for Bonn budget, explaining in detail all anticipated expenditures
  - i. Description of other funds secured or applied for overlapping projects
- g. For St Andrews faculty only, a brief letter from Head of School endorsing the application
- h. Curriculum vitae: 2-page maximum, current, for each PI
- i. For University of Bonn faculty only, please indicate if International Office funding has been received in the past and if so, provide the name and date of the award and indicate whether an end-of-project report was submitted.

Completed applications should be submitted via the University of St Andrews' [online form](#) and via the University of Bonn's [online form](#) and must be received **by both universities** by 23 September, 2024 (5pm BST, 6pm CET).

## Selection Process & Ranking Criteria

Applications will be reviewed and scored by multi-disciplinary selection committees at the University of St Andrews and at the University of Bonn Applicants should ensure that they address all criteria:

- **Academic quality and innovation:** the academic quality of the proposed work and its contribution to novel thinking; if appropriate, the ability to cut across disciplines, and/or include students.
- **Impact and legacy:** how the work may gain wide recognition and/or have a legacy once completed; if relevant, the expected changes beyond the discipline(s) and academia (e.g. UN SDG Goals, etc.).
- **Research outcomes:** 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 & strategic relevance:** how the research promotes and consolidates the strategic partnership and leverages the individual and combined strengths of the two universities; how the research contributes to realising university strategies.

## Results

Applicants will be advised of the outcome of their application by mid-December 2024. 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 Global Office at the University of St Andrews and the International Office at the University of Bonn.

## Payment

Successful applicants will be awarded up to GBP10,000/EUR11,500 by their own institution for a total of up to approx. GBP20,000/EUR23,000 per project. Upon submitting complete award agreement documents, successful applicants will be able to receive the funds within one month. Awardees will be responsible for managing the project funds, reporting expenditures, and for facilitating the sharing of funds with their partner PI where required.

## Change of Investigator

If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification to the Global Office at the University of St Andrews and the International Office at University of Bonn. All changes must be approved in writing.

## **Publications**

Any publications (e.g., abstracts, articles, books) or dissemination (e.g., public presentations) arising from activities supported by this Collaborative Research Grant should acknowledge financial assistance received from the University of St Andrews and the University of Bonn. 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 University of St Andrews and the University of Bonn.”

## **Forfeiture of Grants**

Grants not spent by the project end date will be transferred back either to the University of St Andrews 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 possible continuation, 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 may be excluded from future internationalization funding schemes.

## **Award Expectations**

In addition to submitting a final report at the end of the project, PIs may be asked to share brief updates about project progress, engage with Bonn-St Andrews partnership events and opportunities, and notify the International Office at Bonn and the Global Office at St Andrews of project visits or activities that take place in either location.

## **Further Information**

### **University of St Andrews**

Harriet Sheridan, Partnerships Officer (Research and Reputation), Global Office  
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### **University of Bonn**

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