International Collaborative Research Grants for Tenured Faculty

DEADLINE: November 19, 2014

Purpose
The International Collaborative Research Grants support international research, projects, and programs initiated by faculty with scholars around the world. The aim is to promote collaborative and inter-institutional research and scholarship with existing or new international partners.

Successful proposals will outline a collaborative research project that makes a significant contribution to advancing a particular field of study. The proposed activity will also broaden or deepen Rutgers’ overall academic collaboration with an existing international university partner or will establish a new partnership that clearly offers opportunities for scholarly collaboration between the partner and additional Rutgers units in the future. For a full list of Rutgers’ institutional partners please see: global.rutgers.edu/relations/partnerships.

Approximately 5 grants of up to $8,000 will be made. Funds will be available for two years and must be used by December 31, 2016. This grant does not support short-term lecturing or attendance at international conferences/symposia.

Application and Submission

Requirements
1. All tenured faculty are eligible to apply. Proposals may be in any field. (Tenured-track faculty must apply for the International Collaborative Research Grant for Tenure-track Faculty.)
2. Proposals may be individual – submitted by a faculty member – or institutional – submitted by programs, institutes, centers, departments, or schools.
3. Proposals must be a collaboration between Rutgers faculty and faculty/programs from a foreign institution.
4. Proposals should focus on topics that have international and/or global implications, understanding of which is advanced by the proposed collaboration with partners.

Proposals should include
1. Application cover sheet, including a one-paragraph summary/abstract of the proposed research (150 words maximum).
2. Research/program brief description. The proposal should not be longer than three pages in length. The project description should include a list of proposed activities, a project timetable and a brief description of potential outcomes (i.e., publications, external sources of funding that will be sought upon completion of the pilot project including funding agency and specific programs, if available, conferences planned, and other outcomes).
3. List of participants from Rutgers and the partner institution.
4. Written verification from the project director at the partnering institution confirming interest in participating, outlining the importance of the collaboration, and noting its intended impact on the partner institution.
5. Detailed budget (see Excel budget sheet) and budget narrative. Please see attached budget guidelines for details regarding expenditures that may or may not be charged to the grant.

6. Two page CV for each principal applicant at Rutgers and the partner institution.

Final Reports
Recipients will be required to complete a final report by April 1, 2017. Reports should be no longer than five pages and should contain clear statements about group accomplishments and future prospects for the continuation of the project, including pending grant applications or publication plans and any other significant outcomes that are directly or indirectly related to grant activities. Final budget reports must be submitted along with a budget narrative that details how the grant funds were used.

Deadline
Proposals are due to the Office of the Vice President for International and Global Affairs by 5:00 PM on Wednesday, November 19, 2014. Electronic submissions are required and should be sent to gaiagrants@gaiacenters.rutgers.edu. Save your file as Name_CollaborativeResearchGrant_TF (i.e. JohnSmith_CollaborativeResearchGrant_TF). Please indicate “International Collaborative Research Grants TF” in the subject line. Awards are expected to be announced by February 1, 2015 and may begin immediately thereafter.

Evaluation Criteria
The Faculty Review Committee will evaluate and rank all proposals. In selecting proposals to be funded, priority will be given to proposals that:

- Have high research value;
- Strengthen an institutional partnership between Rutgers and a current partner institution or offer the potential to develop a productive and sustainable relationship with a new institution;
- Are interdisciplinary or multidisciplinary in nature;
- Will use the funds as seed money to develop a project or initiative with potential to have a long-term impact on the university or one or more of its units or to lead to external funding.

Inquiries
Questions about the program may be directed to Dr. Eugene Murphy, Vice President for International and Global Affairs, GAIA Centers, at emurphy@gaiacenters.rutgers.edu (848-932-3060) or Stephanie Perez, sperez@gaiacenters.rutgers.edu (848-932-3082).
Guidelines for Preparing GAIA Centers International Funding Proposal Budgets

Please adhere to the following guidelines and explanations when preparing your proposal budget:

**General Information**

1. **Please use the attached Excel budget form when submitting your proposed budget.** In addition, please attach a statement explaining items within your budget.

2. Oversight and budgetary control will reside with your collegiate department or appropriate Dean’s Office. Please consult with these offices when developing your budget proposal. Expenses and costs must comply with all relevant university policies, and state and federal regulations.

3. Budgeted categories must include only one-time costs. GAIA Centers international funds are temporary, and may not be used for permanent on-going costs.

4. Two-year projects are allowable. Please explain which activities and expenses are planned for which year in your project description, or attach a separate budget narrative to the budget form.

5. Funds not spent by the end of the fiscal year will automatically be carried over into the next fiscal year.

When costing out your award, watch for unanticipated or “hidden” costs. For instance, if conferences, workshops, presentations, and other avenues for dissemination of research are planned, consider the costs of visa applications, vaccinations, supplies, postage, mailings, preparation of slides, etc. If you are bringing outside consultants to the university (a valid consultant’s agreement and purchase order are needed from Purchasing), consider the travel and lodging expenses to be incurred. No additional support will be available from these resources for any such unanticipated expenses.

6. Recurring costs, such as telephone, rent, or lease costs, should not be charged to the grant. Costs related to repair and maintenance of grounds and buildings, custodial and vehicular supplies, and selected other non-academic expenses are not allowable under the grant. Purchase of equipment, and/or any capital expense, for installation and/or use in a non-Rutgers facility are not supported by this grant. Transfer of Rutgers funds to a non-Rutgers entity/person is not supported by this grant.

7. Hourly payment of certain classes of employee¹ is allowed under the grant. However, faculty, post-doctoral fellow, and TA/GA salaries, including summer salaries, may not be charged to the grant. Neither are student aid or student tuition and fee costs allowable. Costs associated with purchase of equipment or software or facilities renovations may not be charged to the grant.

**Notes on Personnel Budget Category**

No permanent hiring may be done with these funds.

¹ These may include non-work-study hourly student employees, legacy-Rutgers Class 4 casual or seasonal employees, or legacy-UMDNJ temporary full-time or temporary part-time employees. All applicable HR policies and regulations must apply.
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Proposal Cover Sheet

Proposal Title:

Project Director:
Name:
Affiliation:
Signature:
Email:
Phone:
Campus Address:

Partner Institution Participant(s):
Name:
Affiliation:
Signature:

Name:
Affiliation:
Signature:

Country of Focus:

Total Project Request:

Please attach a brief description of the project/program (3 pages maximum), written verification from the project director at the partnering institution, CV for each principal applicant at Rutgers and partner institution, and a detailed budget and budget narrative.

In addition, include below a summary/abstract (150 words maximum) of the proposed project/program in non-technical language accessible to a colleague from any other field of study, making it clear why this research/project is important.