Duke-Exeter Project Grant

INTRODUCTION

Duke University and the University of Exeter entered formal agreements in 2019 to establish the shared intention of both parties to explore a cooperative relationship through mutual assistance in the areas of education and research.

The two Universities wish to offer to each other opportunities for activities and programmes, such as teaching, research, exchange of faculty and students, and staff development that will foster a collaborative relationship.

The Duke-Exeter Project Grant call is offering a project grant valued up to a maximum of $19,000 / £15,000 to deliver a workshop, symposium, or collaborative project.

SCOPE OF GRANTS

In summary, the key aims of the Exeter-Duke Project Grant is to:

- Increase the impact of the research or education activities of Exeter and Duke across the UK, North America and further afield;
- To support the development of novel, interdisciplinary research and/or teaching and learning concepts to the point of submission of bid(s) for significant external funding;
- To support groups in developing their initiatives to the point of high academic and/or non-academic outcomes and impact;
- To support groups in developing their initiatives to the point of achieving high impact / high influence publications or equivalent;
- To tackle research and/or education challenges that could not be as effectively carried out by one partner on its own;
- Duke-Exeter Project Grants are available to the whole academic community at Duke and Exeter. Eligible costs under this grant include:
  - Travel and Subsistence
  - External speakers/facilitators
  - Equipment (small purchases only, justifiable in line with project deliverables)
  - Research consumables
  - Venue and catering costs

The following items are not eligible for funding under this scheme:

- Academic salaries
- Student fees / tuition
- Conference registration fees or conference travel costs
- Publication costs
- Indirect costs, overheads and bench fees associated with internal research facilities

ELIGIBILITY

- Any academic member of staff at either Exeter or Duke may apply. A lead academic from both Exeter and Duke must be identified for each application.
- Applicants must demonstrate that they have...
  a) Obtained the approval of their Head of Discipline (or equivalent) before applying
  b) An established contact at the University they wish to visit.
- Academics from other institutions can also be included in the delivery of projects (for example, as speakers at workshops, project collaborators).
- Where appropriate, applicants should consider whether there are opportunities to include colleagues at other University campuses.
- Applications will be judged by a panel comprised of academics and professional services staff from Duke and Exeter.

SELECTION CRITERIA

- Development of Partnerships: Collaborative proposals involving researchers will be given priority. Proposals that can demonstrate how they will extend the partnerships between Exeter and Duke are encouraged.
- Purpose of award: It is essential that the application highlights the potential of the award to develop high quality research or education impacts. Applications with a clear plan for development of external funding applications, joint research activity, or joint education initiatives will be prioritised. This should be accompanied with indicators of how the achievement of the objectives will be measured and expected follow-up activity.
- Evidence of previous exploratory work: It is expected that applicants will have established contact with their colleagues at the partner institution before applying. Evidence of previous work relating to the project prior to the visit is desirable, but not essential.
- Environmental awareness and planning: Establishing, developing and strengthening our global relationships is an important aspect of extending the presence, reach and impact of both the Universities of Exeter and Duke around the world, and we fully recognise and support the vital role that in-person visits, activities and interactions play in this. In a time where we are all becoming increasingly aware of the impact of our travels on the environment, priority will be given to those applications where careful thought has been given over to the climate impact of the initiative, where the genuine added value and benefit of any travel proposed has been clearly described and justified and where consideration has been given to how the collaboration will be sustained and carried forward sustainably, before, during and after this grant funding ends.
FUNDING DETAILS

- A grant award of up to a maximum of $19,000 / £15,000 is available to fund a high quality project that meets the above objectives.
- Match funding will be provided to the nominated lead applicants at Duke and/or Exeter, who will be responsible for all arrangements for any events, activities, and participation. Which partner is paying for what, and when, needs to be made clear on the application.
- Funding from Exeter as part of any Grant award must be spent by July 31st, 2020. Exeter’s financial year-end is July 31st 2020. Exeter Project PIs should note that it is not possible to carry-over funding into the next financial year, so Exeter funds must be spent before this date.
- Any project expenditure, funded by Exeter, after 31st July 2020 needs to be invoiced and prepaid before this date. It may be possible to use funds from Duke after this date, if doing so is approved in advance by Global Affairs at Duke.

Please note: Duke University and the University of Exeter have mutually agreed to provide equal match funding for the Duke-Exeter Project Grant fund.

APPLICATION PROCESS

At Exeter, lead applicants should first discuss their application with their College ADID (Associate Dean for International Development), and their Head of Department/School (or equivalent), and will need the application approved by their College ADID.

At Duke, lead applicants should first discuss their application with their Department Chair and/or Senior Associate Dean and will need to submit a letter of support from one or both of these.

Applications should be submitted by email to global_partnerships@exeter.ac.uk and eve.duffy@duke.edu by midnight (GMT) on 27th January 2020.

KEY CALL DATES

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<tr>
<td>Funding Call Opens</td>
<td>19 November 2019</td>
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<tr>
<td>Application Deadline</td>
<td>27 January 2020</td>
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<tr>
<td>Applicants notified of outcome</td>
<td>21 February 2020</td>
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<tr>
<td>Initiative must be completed by</td>
<td>31 July 2020</td>
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<tr>
<td>Post-project report completed by</td>
<td>23 October 2020</td>
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Reporting:

All successful applicants will be required to complete a post-visit report form confirming how funding was spent and detailing how the visit delivered on the activity described in their application. Post-visit report forms will be e-mailed to applicants 12 weeks after the completion of their visit.
Application Form: Exeter-Duke Partnership Development Grants

Please return the completed form to global_partnerships@exeter.ac.uk and eve.duffy@duke.edu by 5pm (GMT) / 12pm EST, 27 January 2020

Please review Exeter-Duke Partnership Development Grants Guidelines before completing your application.

When completing this form, please remember to write in a way that is readily accessible to a general audience. Applications will be reviewed by an interdisciplinary panel.

EXETER-DUKE PROJECT GRANT APPLICATION

Lead Applicant (1)
Name
Post
Department
Institution
Email

Lead Applicant (1)
Name
Post
Department
Institution
Email

Additional Applicant (If applicable) (2)
Name
Post
Department
Institution
Email

Additional Applicant (if applicable) (3)
Name
Post
Department
Institution
Email

*Please add more lines if required.

2. Title of proposed initiative (max 70 characters, can be provisional)

Start Date:
End Date:

4. AMOUNT REQUESTED (Max £15,000) The lead applicants will be responsible for the budget and spending and transfer arrangements.

Total:
5. Please provide a summary of your project (250 words max). Please describe your project using language that is readily accessible to academics of other disciplines and/or members of the public. Should your project be successful, this text may be used on the websites of the University of Exeter or Duke University.

6. Describe your project in more detail. (500 words max). Please ensure that you:
   a) Provide background and context
   b) Outline the aims and objectives
   c) Showcase how your proposal is original, novel and has high impact potential

7. The plan - methodologies and approaches. (500 words max) Please provide a clear description of your project plan, including how the funds will be used. Please include the methods/approaches that you intend to use, a timeline for the proposed plan, and give some clear idea of who in the collaboration will be responsible for each step along the way.

8. Anticipated outcomes, benefits and non-academic impact (300 words max). Please articulate the anticipated outcomes of your project, including
   a) Expected outputs (e.g. co-publications, policy papers, larger research or teaching grant submissions, teaching or mobility program etc.),
   b) Describe how the initiative will contribute to expanding and sustaining the relationship between the University of Exeter and Duke University. (e.g. education, further research, growth of collaboration, etc.),
   c) Highlight any expected non-academic impacts (influencing policy, end-users, wider public benefits and influence).
9. **COSTS**: Please provide a breakdown of the costs associated with this project – this should include direct costs only. Justification for each element should be provided.

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For Exeter Academics -

**TIME**: Please provide an indication of the time commitment involved in the project for each Exeter applicant named.

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10. In submitting this application, we confirm that we have read and will comply with the guidance notes for the Europe Network Fund, and that the information given is accurate. Please ensure that all costs have been developed and approved according to your internal processes.

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<td>SIGNATURE OF LEAD APPLICANT’S HEAD OF Discipline</td>
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<tr>
<td>SIGNATURE OF LEAD APPLICANT (Duke)</td>
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| SIGNATURE OF LEAD APPLICANT’S HEAD OF Discipline | DATE |

11. **Supporting documentation**

Please attach any relevant supporting documentation e.g. support letter if third partner is involved, confirming participation and any relevant financial / in-kind contributions; market research, etc.
12. ADID comment and signature

Signature: __________________________________________
Date:_______________________

13. Conditions of Funding:

Awardees have until **31 July 2020** to complete initiatives and expend the funding.

Funding is only provided for the activities as detailed in your application.

Expenditure of the award must not exceed the value of the award.

Details of the award may be listed on the Global Partnerships website.

All publications resulting from this project should include the following acknowledgement: ‘This project was supported by the University of Exeter & Duke University via a Exeter-Duke Partnership Development Grant.’

A final project report and financial acquittal will need to be completed and submitted by **23 October 2020**.