**2019-2020 Joint Collaborative Projects**

**Tel Aviv University and Yonsei University**

**Guidelines for Applicants**

1. **Definitions**

**Application** means a form, agreed to by the Parties, and jointly completed and submitted by Applicants for a joint collaborative research project.

**Applicant** means a Yonsei and/or TAU faculty member who has completed an Application and is acting as a principal investigator (PI) on a tenure track.

**Guidelines** mean the information provided to Applicants for the Application.

**Home Institution** means the Institution at which an Applicant is employed.

**Institution** means either Yonsei or TAU.

**Selection Committees** means staff provided by each Institution to assess the Applications. The Selection Committees will include three members from each Institution, including the Associate Dean for Research Affairs of Yonsei and the Vice President for Research and Development at TAU, or their designees.

**Coordinating Office(s)** means Yonsei Frontier Lab, Yonsei and the Office of the Vice President for Research and Development, TAU.

1. **Applications**
2. Applicants must submit the same Application to the Selection Committees at Yonsei and to the office of the Vice president at TAU, which will review the Application.
3. Each year the Parties will jointly award funding to at least one Application, based on averaging the grades given to the applications by each institutional selection committee. Subject to mutual agreement between the Parties, this number may be increased.
4. Each year up to two applications will be funded.
5. Each Application will require at least two Applicants serving as PIs; one from Yonsei and one from TAU.
6. Each PI of a successful Application will receive up to USD $10,000 or its equivalent in Israeli or South Korean currency from his/her Home Institution, to be used within the guidelines outlined in Section 5 below. For the purpose of clarity, Yonsei will provide its PI with up to the equivalent of USD $10,000 and TAU will provide its PI with up to the equivalent of USD $10,000 each a “Grant”.
7. All awards of funds pursuant to the Grant made as a result of successful Applications will be made only after receiving the consent of successful Applicants to be bound by the rules and obligations of the Grant.
8. In the event of a substantial change to a funded Application (meaning a major change in the direction of the Application), Applicants should contact the coordinating office at their Home Institution. Any such change will need to be approved by both Institutions in writing.
9. **Eligibility**
10. Joint collaborative project funding is open to all full-time regular faculty in all disciplines and schools at Yonsei University Sinchon Campus, and tenured or tenure-track faculty in all disciplines at TAU.
11. Applications can be submitted once per year during the call for proposal process. Both parties agree to have the first call for proposals in 2019. The deadline for all submissions will be in December 29th of each year with successful Applicants notified by February of the following year.
12. Applications that based principally around attending a conference are not eligible. Costs associated with travel are eligible only if they are for mutual trips of the cooperating investigators to visit each other as an integral part of the research project.
13. **Duration and Funding Limits**
14. The funds should be spent within the period indicated in the Application or, at a maximum, within 12 months of receipt of funding.
15. The maximum amount that Applicants can apply for one project is USD $20,000 (a maximum of USD $10,000 or its equivalent from Yonsei and a maximum of USD $10,000 or its equivalent from TAU.)
16. Extensions to the duration of particular projects may be granted without additional funding, but must be requested in writing as specified in Clause 4.d.
17. Extensions to the project and time period may be approved for a maximum period of twelve (12) months. Applicants seeking an extension must submit a written request along with a revised budget and timeline of activities to the coordinating offices at Yonsei and TAU for approval prior to expiry of the Grant. Extensions will need to be approved in writing by both Yonsei and TAU.
18. Grants not spent by the due date will be transferred back either to Yonsei or TAU as applicable so that unspent balances can be re-allocated.
19. **Approved Activities**
20. The following activities will be considered for funding:
* Travel expenses (e.g. economy airfare, train) between Yonsei and TAU, and additional travel to a research site.
* partial costs for hosting a seminar/conference or workshop at Yonsei and/or TAU;
* accommodations and daily expense within appropriate per diem limits;
* consumables, including technical equipment, and publication/printing costs (within limits indicated below); and/or
* Fellowships or part of fellowship for PhD or MSc students working on the project
1. The following activities will **not** be considered for funding:
* honoraria;
* website development;
* salaries or salary supplementation or honoraria to regular, full-time faculty or staff;
* funds for student programming without faculty involvement and leadership;
* course fees;
* entertainment costs;
* computers, including laptops, (excluding access to high-performance computers or other specialised applications that are justified against the project) and basic computing facilities such as printers, word processing and other standard software; or
1. Any activities not addressed above are subject to the rules and regulations of Yonsei and TAU regarding funding, as applicable to the employee of such Institute.
2. **Ranking Criteria & Selection**

The Selection Committee will score each Application on the following criteria:

* *Academic Impact*: the academic quality of the proposed work, the likelihood of it gaining wide recognition and/or having a high impact when published, the ability to cut across disciplines and to draw in postgraduate students and early career academics.
* *Synergy:* how the partnership will contribute to key areas and to promoting and consolidating the relationship between Yonsei and TAU.
* *Innovation*: the extent to which the project will contribute to novel thinking and/or new technology in its field.
* *Outcome and Sustainability of the Collaboration*: Project should lead to long-term research relationships.  Expected outcomes may include among other possibilities:  publications, grant proposals for external funding for ongoing collaboration, clinical interventions, technological innovations, enhanced networks and/or research-based seminar/conference/workshops.
* *Excellence of the Chief Investigators:* Please add your CVs. Selection of proposals for funding must be agreed upon by both parties. Selection committees will grade the proposals at each institution, and then the heads of the Selection Committees will exchange the grades with each other and will average them to define the winning Application.
1. **Repeat Applicants**

Funding awardees may reapply yearly for additional funding for a previously funded project or may apply for a new project. Judging criteria will give significant preference to new applicants.

1. **Results & Awards**
2. Successful Applicants will receive a letter of confirmation from their Home Institution by email.
3. Successful Applicants will each be awarded the Grant by their Home Institution.

Applicants will be responsible for managing the project funds according to their Home Institution’s processes and procedures.

1. **Financial and Reporting Obligations**

Recipients will be required to submit a final report within three months 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. Recipients who fail to submit a final report will not be able to submit future projects.

1. **Intellectual Property Rights**
2. Definitions

“Background Intellectual Property” means Intellectual Property of a Party that is: proprietary to that Party and was conceived, created, or developed prior to the execution of this Agreement, or will be conceived, created or developed following execution of this Agreement independent of, any research performed pursuant to or related to this Agreement or a Project hereunder; and in each case, that is necessary for the performance of a Project.

“Foreground Intellectual Property” means Intellectual Property that is discovered, created or reduced to practice in the performance of a Project.

“Intellectual Property” (or “IP”) means all intellectual property, including technical information, know-how, models, drawings, specifications, prototypes, inventions and software.

1. Ownership

Background Intellectual Property of a Party shall remain the exclusive property of such Party.

Yonsei shall own all Foreground Intellectual Property created solely by Yonsei’s personnel.

TAU shall own all Foreground Intellectual Property created solely by TAU's personnel.

The Parties shall jointly own all Foreground Intellectual Property created jointly by the Parties’ personnel ("Joint IP").

Commercialization of Joint IP: Both parties will agree to negotiate in good faith the terms of an inter-institutional agreement through which the Joint IP may be commercialized.

TAU and Yonsei agree that each party has its own pre-existing proprietary rights that are not affected by a Call for Proposal. If TAU personnel and Yonsei personnel are co-inventors of any result or invention, the parties will negotiate in good faith the terms of an inter-institutional agreement relating to the protection, use and commercialization of such joint result or invention

1. **Publications**

Any publications (i.e., abstracts, articles) or dissemination (i.e. public presentations) arising from funded activities should acknowledge financial assistance received from the Yonsei University -Tel Aviv University Research Collaboration Fund. Copies of publications or presentations or notification of presentations should submit to the coordinating offices at both universities.

**Complete applications must be received by the deadline of December 29, 2019. No extensions will be granted.**

**Further information**

For further information, please contact Sharon Paz at sharonp4@tauex.tau.ac.il in the Office of the Vice President for Research and development at Tel Aviv University. At Yonsei, please contact Giseon Jung at ysfrontierlab@yonsei.ac.kr in the Yonsei Frontier Lab.