

## *Request for Proposals*

### *Collaboration Grants with the Pontifical Catholic University of Chile*

#### **Background**

In the context of a formal agreement of cooperation signed between the University of Notre Dame and Pontifical Catholic University of Chile (PUC) on April 29<sup>th</sup>, 2013, Notre Dame International and the Kellogg Institute for International Studies are pleased to announce the Andrónico Luksic Grants program.

Supported by a gift from Chilean benefactor Andrónico Luksic to Notre Dame, the objective of the funding is to encourage the Notre Dame community to find new ways to collaborate with colleagues from PUC (on research, exchanges, conferences, etc.) and in particular to increase the flow of Notre Dame faculty and staff going to Santiago. (Andrónico Luksic has made a separate gift directly to PUC for PUC faculty and staff to come to Notre Dame).

#### **Eligibility/Grant Requirements**

Full-time regular members of the Notre Dame faculty, library faculty and special professional faculty are eligible to apply. Staff members leading programs relevant to the goals of the collaboration between these two institutions may also submit a proposal.

#### **Funding**

Individual grants will not normally exceed \$10,000, although large team-based proposals may request up to \$20,000. The Grants Review Committee will consider proposals for any amount up to these figures.

Applicants are encouraged to demonstrate other sources of funding or cost sharing which will complement the Luksic Collaboration funds.

Funding is available for a variety of collaborative ventures, including but not limited to the following:

- Initiating collaborative research projects (travel, research costs, etc.)
- Sponsoring or attending research conferences and workshops hosted at PUC
- Sponsoring educational ventures (faculty and staff exchanges, workshops, etc.)
- Notre Dame Graduate research assistant and postdoctoral fellow stipends and benefits. (Graduate and undergraduate student assistants must be involved in the faculty fellow's collaborative research and writing in ways that contribute to the student's intellectual formation)

Awards will not support clerical or secretarial help. Awards may support expenses incurred only at Notre Dame or by Notre Dame faculty and staff (e.g. hiring of research assistants employed by and working at PUC will generally not be funded through the Notre Dame Luksic grant program).

### Application Guidelines

To request funding from the Luksic Collaboration Grants Program, please submit a proposal written in clear, non-technical language. Each proposal must include the following items in the order listed:

- **Cover page** with following information: Project Director Name, co-PD name(s) if appropriate, Department/Center/Institute affiliation, Phone, Email, Proposal Title
- **Abstract** of the proposed project (one paragraph)
- **Description** of the proposed project (three-page maximum, single spaced).
  - The objective of the project
  - Background, previous work and/or motivation as appropriate.
  - The project approach and methods
  - The anticipated outcomes, including how the project will promote collaboration between the two institutions
  - The anticipated time schedule
- **Budget and Budget Justification**
  - Supply detailed budget identifying and explaining all anticipated expenditures
  - Fully justify any proposed travel
  - Description of other funds secured or applied for
- **Curriculum Vitae** – (2 page maximum, current) for each faculty member listed on the cover sheet as project director. If postdocs, graduate students and/or undergraduates are included in the project as collaborators, describe their qualifications
- **Letter from Department Chair or Dean** stating that the department and college are supportive of the proposal and have approved its impact on staffing, resources, etc.
- **Letter from PUC colleague** indicating their willingness and ability to participate in the proposed collaborative initiative

### Criteria for Evaluating Proposals

A faculty-led review committee will use the following criteria to evaluate proposals:

- Quality of the proposal, including its potential for new or sustainable collaboration between Notre Dame and PUC, on research, and/or on the education and training of students
- Potential for academic publication
- Reach: breadth and depth of impact of the proposed project
- Consistency with Notre Dame strategic goals and mission
- Budgetary appropriateness

### Follow up

- Successful applicants are required to submit a final report no later than one month after the end date of the award. The report should include:

- A summary of the activities funded by the award and significant results achieved, including evidence that the project contributed to the collaboration between Notre Dame and PUC
- Any publications or manuscripts resulting from the award
- Submit brief updates (and pictures, if applicable) of any development related to the grant funding that is newsworthy (e.g. conference, launch of new program), including any relevant feedback from PUC collaborators
- Reference the Luksic award in any relevant publications.

### Proposal Submission

Please submit your proposal electronically, **as a single PDF file**, to: Anne Hayes at [ahayes2@nd.edu](mailto:ahayes2@nd.edu).

A Grants Review Committee will review proposals three times a year. Submission deadlines for AY2013-2014 are as follows:

Proposal deadlines
July 15, 2013
October 14, 2013
March 17, 2014

Award letters will be sent to successful applicants within one month of the respective deadline.

### Additional information

Please feel free to contact us if you would like to discuss your proposal prior to applying for funding, or if you'd like some assistance in establishing contacts at PUC.

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