



Thomas Jefferson Fund Application Guidelines 2021

1. General Information

Created by the Embassy of France in the United States and the FACE Foundation, the Thomas Jefferson Fund **supports cooperation among the most promising young French and American researchers, and fosters forward-looking collaborative research that addresses the most pressing global challenges.**

The Thomas Jefferson Fund aims to encourage **innovative research of the highest quality and new collaborations, and especially seeks to support projects involving young researchers (post-docs, PhDs)**. Projects that include significant transatlantic mobility, collaborative research activities, the organization of joint workshops or conferences, the publication of joint articles will receive the highest priority.

2. Applications are accepted in the three following fields:

- **Humanities and Social Sciences (HSS)**
- **Science, Technology, Engineering and Mathematics (STEM)**
- **Science for Society (interdisciplinary STEM-HSS projects)**

Project should belong to **only one** of the three thematic fields mentioned above.

3. Eligible beneficiaries

The Fund considers projects **jointly submitted by two scientists at the beginning of their careers**, including notably:

- On the American side, researchers at the post-doctorate level, assistant or associate professors at a university in the United States are eligible.
- On the French side, researchers at the post-doctorate level, maîtres de conférences and chargés de recherche at a French institution of higher education and research are eligible.
- Given individual career paths, other statuses can be considered as long as the researchers are still at the beginning of their career (PhD obtained in the last 15 years).

US or French citizenship is not required. Applicants must provide proof that they are employed at either the US or French institution for at least the duration of the partnership, i.e. 2 years.

Senior researchers may be included as team members but not as project leaders.

PhD candidates are not eligible as project leaders.

Additional partner institutions may be added to the project proposal, but these additional partners will not receive any funding from the Thomas Jefferson Fund. Only the research or higher education institutions of the project leaders will receive funding.

4. Funding

Selected projects will receive a funding up to \$20,000, to be shared equally between the French and the American partners over 2 years.

All award funds will be wired **in U.S. dollars** to the grantees' institutions, and will be managed by the appropriate financial manager.

The grant will be allocated **in one instalment** to each partner to be used over the two-year grant period.

5. Eligible costs

The funds are to be used specifically to support the research partnership submitted to the Thomas Jefferson Fund. The grant will cover:

Type of expenses	Beneficiaries	Maximum amount
Travel expenses between France and the US	Researchers, Professors, Post-docs and PhDs of the selected partner institutions	\$1,200 per flight (round trip)
Accommodation costs and living expenses in the partner countries	Researchers, Professors and Post-docs of the selected partner institutions	Short mobility (<15 days) : \$140 per day Long mobility (<30 days) : \$90 per day Long mobility (>30 days) : \$1,800 per month
	PhDs of the selected partner institutions	Short mobility (<15 days) : \$120 per day Long mobility (<30 days) : \$70 per day Long mobility (>30 days) : \$1,600 per month
Other expenses: Organizational costs of joint conferences (logistics, meals, venue rental...) Publications costs Dissemination costs (international conference...) Costs for additional partners (work meetings, ...) Travel/accommodation/ living costs for project purposes in 3 rd country	The total cost of other expenses should not exceed 40% of the total grant for both partners (i.e. \$8,000 for a grant of \$20,000)	

Partner researchers are encouraged to obtain « in kind » and/or « in cash » co-funding from their institutions or other sources of funding to cover all other types of expenses necessary to the successful implementation of the joint research project. The Thomas Jefferson Fund aims to help cover expenses linked to the trips to the partner country, but it may not cover all expenses. No grants are allocated to individuals, but only to **institutions**.

No general overhead or administrative costs can be covered by the Thomas Jefferson Fund grant.

The Fund does not pay for release time for faculty.

Grants cannot be used to purchase equipment.

The Fund cannot be used to pay salaries or stipends, or to cover everyday living expenses that would be incurred regardless of the project. It may be used for living expenses necessary for project-related travel.

6. Intellectual property and acknowledgement of sponsorship

The FACE Foundation / Thomas Jefferson Fund does not manage intellectual property between institutions.

Publications of any kind resulting from the joint project will explicitly mention the support granted by the Thomas Jefferson Fund with the following sentence: "This material is based upon research supported by the Thomas Jefferson Fund of the Embassy of France in the United States and the FACE Foundation."

7. Proposal submission

The project leaders must download available templates (application form, budget template, letter of intent) on the website: <http://face-foundation.org/thomas-jefferson-fund/guidelines.html>.

The complete application must include the following documents:

1. The **application form**.
If necessary, an annex of maximum ONE page can be added to show a graphic representation or a bibliography to complete the project proposal.
2. The **filled-out budget** template.
3. **Two letters of intent** (LOI), signed by the President, Chancellor, Provost, Head of Department, Head of Laboratory, Head of the International Relations Office, Head of the Contracts & Grants Office, **or** any comparable representative: one for each institution.
This letter can be either in French or in English; a translation is not necessary.
This letter cannot be signed by the project leaders themselves, even if they are Head of Laboratory or Head of Department.

4. **One curriculum vitae** in English of each of the project leaders, stating their current affiliations, with no pictures (each CV shall not exceed TWO pages).

The complete application should be sent by one of the partners to:

thomasjeffersonfund@frenchculture.org

Project proposals are to be submitted **by February 24, 2021**.

The 6 documents must be merged in ONE PDF file and sent in ONE e-mail only, in the following order:

- **APPLICATION**
- **BUDGET**
- **CV American partner**
- **CV French partner**
- **LOI American partner**
- **LOI French partner**

Please include the American and the French project leaders' last names in the title of the file.

Example: "APPLICATION_SMITH_MARTIN.pdf"

Once submitted, the application cannot be changed.

Researchers may submit a maximum of **ONE application per funding cycle**.

8. Evaluation

Joint applications will be reviewed and evaluated by independent experts.

Then, a Franco-American grant review committee will gather in June 2021 to proceed to the final selection of grantees on the basis of the scientific evaluations made by the independent experts.

The criteria considered for evaluation, but not restricted to, are:

Scientific Excellence of the project:	Quality and Skills of the Teams Involved:	Expected Impact and Project Soundness:
<ul style="list-style-type: none"> • Scientific / technological quality of the project • Originality of the topic • Degree of innovation in the methods applied • Quality and effectiveness in the implementation of the project 	<ul style="list-style-type: none"> • Scientific excellence of teams • Complementarity and balance of the teams' level of expertise • Involvement of early stage researchers 	<ul style="list-style-type: none"> • Long-term scientific impact of the collaboration • Is the project financially sound? • Expected dissemination and exploitation of the results • Potential institutional impact of the project

9. Project implementation and reporting

Following the announcement of the funding decision to successful applicants in June 2021, the respective universities of the grantees will sign a contract with the FACE Foundation.

The two project leaders will be responsible for the scientific, technical and administrative management and coordination of the project.

Selected projects will be launched in **summer 2021, so the activities can start in September/October 2021.**

Selected projects will be **reviewed twice:**

- **At the end of the first year** with an intermediary progress report to confirm both scientific and financial integrity,
- **At the end of the second year** with a progress report and a final report.

The template of the **progress report** will be provided by the FACE Foundation / Thomas Jefferson Fund team to ensure the comparability of information. It will have to be **jointly** filled by the two project leaders. **Complete tracking of all expenditures** from the Thomas Jefferson Fund grant are expected as part of the progress report and final report. The reports should highlight the main results and outputs of the projects as well as any problems that have arisen and how they have been solved.

In case of any significant changes in the work program, the project leaders must inform the FACE Foundation / Thomas Jefferson Fund team, who will discuss with them the proper action to be taken before starting a new activity.

Projects must be completed **within two years of their initiation.**

Application deadline: February 24, 2021

All files must be received **by February 24, 2021**. Late or incomplete applications cannot be considered for funding/be submitted for evaluation.

Indicative Calendar:

- Selection of 2021 grantees: Expected in June 2021
- Estimated official announcement of the 2021 grantees: June 2021
- Estimated launch of the selected projects (contracts): summer 2021
- Estimated launch of the activities: September/October 2021

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or

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<http://face-foundation.org/thomas-jefferson-fund/>