BRITISH COUNCIL

INSTITUTIONAL LINKS

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UK-RUSSIA INSTITUTIONAL LINKS GUIDELINES FOR APPLICANTS
JULY 2017 VERSION 1

This call is for links with Russia

Call opens: 10 July 2017

Call closes: 19 September 2017 16:00 UK time

1. Background

The Institutional Links Programme is designed to establish links beyond the level of the individual researcher and innovation practitioner, opening up opportunities for sustainable, solution-oriented research and innovation collaborations between academic groups as well as with the private and third sector.

2. Overview of the funding opportunity

Institutional Links grants provide funding for collaborations between the UK and Russia to:

- Initiate new research and innovation collaborations between academic groups, departments, and institutions in Russia and the UK
- Develop existing collaborations at group, departmental, and institutional level
- Encourage these collaborations to work with non-academic organisations and individuals to support the exchange of research and innovation expertise and the translation of research knowledge into tangible benefits

The Institutional Links Programme is designed to be flexible and responsive to in-country needs, allowing applicants to establish collaborations on specific areas linked to country priorities.

Grants of between £200,000 to £300,000 can be requested over a three year period. Up to £150,000 will be provided by the British Councl for the UK institution and up to £150,000 will be provided by the Ministry of Education and Science of the Russian Federation for the Russian institution.

For best fit to the local context and development needs, priority areas, specific innovation challenges and additional application requirements have been set at a country level through discussion with national stakeholders. **Please refer to Appendix 1 for country-specific guidance before you prepare your proposal**. Proposals which do not follow the country-specific guidance **cannot be considered for funding**.

There will be three (3) awards in total under this call.

3. Scope of the programme

Grants under Institutional Links Programme allow partners to collaborate internationally, and gain access to new research environments, facilities, knowledge, and expertise, in order to enhance the quality of their research and enable them to translate research and innovation into economic and societal benefit.

All research and innovation collaborations funded by this Programme will:

- **Establish new research and innovation links, or significantly develop existing links, between research groups, departments or institutions with the potential for longer-term sustainability.** A key aim of the collaboration will be to support research and innovation capacity building in the partner institution, as well as to stimulate longer-term links between the UK and Russia for research and innovation. We would encourage applicants to use this as an opportunity also to engage with the commercial and not-for-profit sectors.

- **Focus on topics or themes which have relevance to Russia.** Before preparing your proposal, please see Appendix 1 for Russian priority areas.

Wherever possible, Institutional Links collaborations should demonstrate how they will benefit the wider research and innovation community in Russia.

This call, outside the Newton Fund Institutional Links call, is for **Russia** only.

When designing your proposal, you should consider how best to involve early career researchers to promote their development and, more generally, to build researcher capacity especially in Russia.

Institutional Links grants can cover costs which support research and innovation collaboration, including human resources costs; travel costs associated with exchange of researchers, students and staff from partners and other organisations; the costs of organising meetings, seminars, training; and other activities to establish and strengthen collaborative links. Grants can also include a limited contribution to other research-related costs (including equipment, consumables and non-staff fieldwork costs); however, this is capped at 30% of the total value of the grant. As funding for the project can be disbursed via both the UK and Russian funding agencies, there may be restrictions on Russian costs – please refer to Appendix 1 for details.

In addition, a summary of costs to be covered by the grant must be included in the online application form and must contain justifications, (e.g. periods of research assistant time, why consumables or equipment are needed). Six-monthly financial reporting on grant expenditure, and narrative reporting using ResearchFish will be required as a condition of the grant.

4. Eligibility

Proposals must fulfil the following criteria in order to be eligible for funding under this Programme:

- Each proposal must have one Principal Applicant from the UK **and** one Principal Applicant from Russia
- Both Principal Applicants must be Leading Researchers[1] or Established Researchers[3]
- Principal Applicants must be permanent employees of one of the following (this means that Emeritus and Honorary Professors may not apply as lead):
  - A not-for-profit higher education institution with the capacity to undertake high-quality research, unless specified otherwise in Appendix 1

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1 For an indication of profiles for the two categories, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers'
https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

- A UK higher education institution (all UK higher education institutions are eligible)
- A not-for-profit research organisation with the capacity to undertake high-quality research[2]
- A Catapult Centre[3] (in the case of the UK Principal Applicant)

- Both of the Principal Applicants' institutions (the 'Lead Institutions') must have the capacity to administer the grant.

- Individual departments within a single institution can make multiple applications per call provided that the proposed activities are clearly different

- Principal Applicants may only submit one Institutional Links application per Institutional Links call.

- Principal Applicants that have received Institutional Links grants **in previous years** can submit further applications for Institutional Links provided the proposed activities are clearly distinct from, or build on, any already funded through the British Council. Principal Applicants may not apply if they have already received an Institutional Links grant that year.

- Organisations affiliated to higher education institutions in the UK or any other country and based in Russia, (e.g. an overseas campus) may apply as the Lead Institution in Russia provided that other eligible higher education institutions or research organisations are also involved as Associated Partners in-country.

- Organisations cannot apply as Lead Institutions in Links with their *own* affiliates in other countries.

To support the translation of research and innovation into benefit, Principal Applicants are encouraged to include in their proposals Associated Partners affiliated with:

- Other research or higher education institutions
- Technology transfer offices
- Not-for-profit organisations (including NGOs)
- For-profit/commercial organisations(including SMEs)

Not-for-profit higher education institutions or publicly-funded research organisations **are eligible** to apply as Lead Institutions.

For-profit organisations and not-for-profit organisations can participate in but are usually **not** eligible to apply for Institutional Links grants. Furthermore, **for-profit organisations are not eligible to receive any grant funds except to cover travel-associated costs.**

Eligibility checks will be applied to all proposals on receipt. Proposals which are not led by a recognised not-for-profit higher education institution or a publicly-funded research organisation (unless specified otherwise in Appendix 1) will be rejected during these checks. Please see Appendix 2 for a full list of eligibility criteria.

If you are unsure about your organisation's eligibility, for UK see the link at Footnote 4; for Russia, please contact the local British Council office.

5. Funding available

Grants of between £200, 000 and £300,000 are available within this call.

Funds will be disbursed directly to the Lead Institution(s), (i.e. the Principal Applicants' institutions) according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines.

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2 Please see the list here https://www.britishcouncil.org/sites/default/files/eligible_uk_research_organisations_v.10.pdf for a list of eligible UK research organisations.

3 https://www.innovateuk.org/-/catapult-centres

An advance payment of 1/3rd of the grant will be made on signature of the grant agreement, followed by two payments of 1/3rd dependent on approval of reports by the British Council and the Ministry of Educaiton and Science of the Russian Federation respectively.

The British Council will award the grant to the UK Lead Institution and the Ministry of Educaiton and Science of the Russian Federation will award the grant to the Russian Lead Institution.

Lead Institutions may transfer funding to Associated Partners for activities which support the objectives of the collaboration and the overall Programme[4]. Any costs of Associated Partner contributions should be included in the proposed budget for the respective country. As detailed above, for-profit organisations are not eligible to receive any grant funds except to cover travel-associated costs.

Please note that Appendix 1 specifies further, country-specific information on eligible and ineligible costs.

Please complete the budget spreadsheet as provided on the call website with details of all costs:

www.britishcouncil.org/education/science/current-opportunities/russia-institutional-links-july-2017

Please also complete the budget summary on the online application form with the totals from your budget spreadsheet and a brief justification for the amounts applied for.

The following sections detail the costs that can and cannot be included in your budget request.

5.1 Eligible costs

Institutional Links grants are intended to contribute to the direct costs of carrying out applied research.

The British Council is committed to equal opportunities and diversity and will consider, on a case by case basis, requests for support to encourage under-represented groups to engage in Institutional Links activity, so long as sufficient justification is provided.

Institutional Links grants can cover**:**

Category	Type	Percentage limits	Notes
Human Resources costs	Staff costs for personnel working directly on the grant-funded project: salaries and fees of temporary research and research assistant personnel, and other staff recruited to work on the project, for example data collection staff in Russia.	None See country specific guidance for more details	This includes on-costs such as superannuation, and national insurance payments. Indirect costs cannot be covered and are assumed to be contributed by the principal institutions.

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4 Note that for-profit organisations are only eligible to receive funds to cover travel-associated costs.

Category	Type	Percentage limits	Notes
	A proportion of staff costs for permanent staff of lead institutions.	Limited to 30% of total human resources costs funded by the grant	This includes on-costs such as superannuation, and national insurance payments. If you would be unable to deliver your proposed project without a higher contribution to permanent staff costs, please contact UK-InstitutionalLinks@britishcouncil.org with a justification and we will consider your case. Please note that we would normally limit this to the stated 30% of HR costs of universities.

Category	Type	Percentage limits	Notes
Other research related costs	Essential research equipment for use on the project.	Limited to 30% of total grant (unless specified in Appendix 1).	If the applicant requests more than 30% under this category, the project may be considered eligible but a detailed justification will be required.
	Consumables		Permission must be obtained from British Council before the purchase of equipment over £5,000 if the application is successful. Criteria are normally:
	Specialist software licences essential to the collaboration.		
	Access fees to facilities or library services		Equipment is essential to delivery of the project and cannot be expected to be provided by institutions
			Equipment will be used in Russia and will remain there on project completion.
Operational Costs	Travel (economy class) and subsistence costs to the UK and Russia	None See country specific guidance	In line with British Council policies and the criteria detailed in Appendix 1.
	Visa fees, vaccinations and medical insurance for travel essential to collaboration, to the UK and Russia.		
	Costs of meetings, training events and seminars integral to the collaboration.		This can include short-term room hire, hire of audio-visual equipment (projectors, etc.) and stationery supplies (flip-charts, etc.) Attendance at events which are not part of the project, included in the proposal, will only be funded exceptionally, and only if the collaborators will be presenting the project.
	Basic catering costs associated with events or meetings directly relating to the collaboration.		

Category	Type	Percentage limits	Notes
Communications costs	Publication costs directly related to the collaboration	None (see country specific guidance)	This includes web page development by external providers, if appropriate
	Use of telecommunications such as video / audio / web conferencing		We particularly encourage open access publishing
Other costs	Bank charges for transfer of funds from the Lead Institution to other Partners		Note that for-profit organisations are only eligible to receive funds for travel associated costs.

5.2 Ineligible costs

Institutional Links grants **cannot cover:**

- Full economic costs (FECs)
- Institutional overheads, administration fees and other indirect costs
- Costs of staff based in commercial or for-profit organisations
- Costs of permanent staff in Associated Partner organisations
- Purchase or rental of standard office equipment (except specialist equipment essential to the research). This includes:
  - IT hardware – laptops, personal computers, tablets, smart phones, Mac workstations, computer parts and peripherals, etc. Any standard hardware which would routinely be used by researchers and academics will not be funded.
  - Office software.
  - Desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone rental or purchase.
- Tuition Fees.
- Bench Fees (for example PhD, Masters or Undergraduate study).
- Costs related to writing up, promoting or disseminating previous research.
- Attendance at conferences or other events unless this is to present outputs and outcomes of the project.
- Patents costs.
- Costs relating to the construction, procurement or rental of physical infrastructure, (e.g. office buildings, laboratory facilities). It is expected that any rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as:
  - Gifts
  - Alcohol
  - Restaurant bills or hospitality costs for personnel not directly participating in the project.
  - Excessive restaurant costs
  - Excessive taxi fares
- Other indirect costs not listed in the above table or detailed in Appendix 1.

Please contact UK-InstitutionalLinks@britishcouncil.org if you are in doubt which costs the Institutional Links Programme can and cannot cover.

To ensure value for money, the budget requested in your proposal (including human resource costs) should cover only costs that are essential, appropriate and relevant to the collaboration. The proposal should maximise cost share through direct and indirect institutional contributions, in-kind funding, other funding sources, and private sector support.

Please indicate in the appropriate budget spreadsheet (and summarise as indicated on the application form) funds applied for from other sources to cover the collaboration; please clarify the status of the funding applications, (i.e. successful; decision pending). Please indicate when you will know the outcome of any pending applications.

For most countries, there is no minimum requirement for in-kind funding in the application, but these contributions will be looked upon favourably as a demonstration of long-lasting commitment to the programme.

6. Project duration

The maximum duration of the proposed collaboration is 36 months. Funding, if approved, begins from signature of the Grant Agreement by the British Council. Formal project start dates will be set in the grant agreement by the British Council. Expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant.

7. Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported by this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the online application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised. Specifically, applications that involve research on animals, human participants, human tissue or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and Russia, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (http://www.rcuk.ac.uk/Publications/researchers/grc/), the InterAcademy Partnership report 'Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise' (http://www.interacademycouncil.net/24026/29429.aspx) or contact us at UK-InstitutionalLinks@britishcouncil.org for further guidance.

8. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. Applicants are therefore encouraged to include participation by researchers from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation, for example, for people with disabilities who may otherwise not be able to participate, or for childcare. Please describe any action you are taking to encourage diversity under "Collaboration" on your application form.

Please make costs necessary to cover this inclusion clear in the 'human resources' section of the budget request within your application.

Please contact us at UK-InstitutionalLinks@britishcouncil.org for further information on funding. For more on the British Council's approach, see our Equality Policy at: https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc.

9. Submission process

The deadline for submission of a completed application including all supporting documentation is **16:00 UK time on 19 September 2017**. Proposals submitted after the deadline will not be considered for funding.

The deadline applies to all parts of your application, including upload of fully completed supporting documentation. Any applications which are not submitted *in full* by the deadline, with all required supporting documents, will be considered *ineligible*. Appeals against this decision will not be accepted.

Applicants for all calls **must** submit a completed online application form https://britishcouncil-cxobw.formstack.com/forms/application_form_il_2017_russia which includes the upload of supporting information. The online form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded.

In addition to filling in the online form, applicants are required to upload the following documents, as described, by the deadline. As above, **late submission of supporting documents, or submission of documents which do not comply with these requirements, will render the application *ineligible*.** The documents are:

- Principal Applicants' CVs (up to two sides of A4 each)

- A detailed project budget (template available on the British Council call webpage)

- Letters of support from the UK and Russia Principal Applicants' institutions in English, on headed paper, signed by the Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, willingness to receive funding, a description of in-kind support to be given and describing why the experience and capability of the Principal Applicant is particularly suited to the project content. Please note that supporting letters must not be signed by the Principal Applicants.

- If the proposal includes Associated Partners, a pdf file **combining together signed letters on letter headed paper from each partner containing 300 words on the expertise they will bring to the project and the role they will take.** Links to partner websites should be included if applicable. **Please note**: only one pdf file will be accepted.

Any other documents uploaded with your application or sent late or separately will be not be considered, unless these are specified in Appendix 1).

Applications must be in English.

To assist you in developing your application and sharing content with your partners, you can access a Word version of the online form here: www.britishcouncil.org/education/science/current-opportunities/russia-institutional-links-july-2017

This is solely to allow you to develop your responses in a convenient format. The final version of your application **must** be submitted using the online form.

If you experience problems with the online submission system, please contact UK-InstitutionalLinks@britishcouncil.org **before** the submission deadline. If you alert us to technical issues only after the deadline, we may not be able to take them into consideration when assessing the eligibility of your application.

Before the completed online application form can be submitted to the system, applicants will be asked to confirm on the form that they have:

- obtained permission to submit the proposal on behalf of the UK institution(s) **and** of the Russian institution(s). This must be confirmed by attaching Letters of Support from the respective institutions signed by the Head of Institution, Head of Department or other person with appropriate delegated authority.

- confirmed the Principal Applicants' Institutions, (i.e. the Lead Institutions') willingness to receive the funds and to sign a grant agreement with the British Council or the national partner, also confirmed in the Letters of Support.

- complied with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process. See:
  https://www.britishcouncil.org/organisation/transparency/policies/anti-fraud-and-corruption

Once the online application is submitted, the system will generate a unique application ID number. Applicants should note this number and use it in all communications with the British Council. Applicants who have not received this ID number should contact the British Council at UK-InstitutionalLinks@britishcouncil.org.

10. Applicant screening

In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third party screening databases to ensure that neither the applicant institutions nor any of the applicants' employees, partners, directors, shareholders is listed:

- as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings

- as being wanted by Interpol or any national law enforcement body in connection with crime

- as being subject to regulatory action by a national or international enforcement body

- as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director, and/or

- as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

Please read the text to this effect on the application form and tick the box to show that you understand this.

11. Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Appendix 1 (Country specific guidance) and the Eligibility Checklist at Appendix 2.

Eligible proposals then undergo independent external quality review on the basis of quality, fit to development needs and country priorities, capacity building potential and likely sustainability of the collaboration, as follows:

- Assessment and scoring in the UK by at least two independent experts (see Appendix 3 for assessment form).

- Thorough review in Russia.

- Review by a UK Review Panel of experts, which determines a UK panel score, ranks applications and makes recommendations for funding. The Review Panel considers whether proposals are of high quality (being intellectually innovative, well-focused and methodologically sound).

- Final decision making in Russia based on UK and Russian review, in collaboration with UK partners, in-country stakeholders and national co-funding organisations.

In the UK, eligible proposals are reviewed by one of five Review Panels:
- **Biological and Medical Sciences**
- **Engineering and Physical Sciences**
- **Environment, Agriculture and Food Sciences**
- **Social Sciences**
- **Arts and Humanities**.

Please indicate in the application which Review Panel should assess the proposal, and select up to three subject area(s) in priority order. We reserve the right to allocate your proposal to a different Review Panel.

Proposals are quality assessed against the criteria at Appendix 3, resulting in a total score between 0 and 60. Those receiving a final score from the Panel meeting of less than 30 will be considered not fundable. However, achieving an average score equal to or above the threshold does not mean that the proposal will be funded.

Country-specific priorities and challenge areas will be considered in the final decision, in addition to the general assessment criteria, see Appendix 1 for priorities by country.

Successful applicants will be notified approximately 4–5 months after the call deadline.

12. Data protection

How we use your information

The British Council will use the information that you are providing for the purposes of processing your application, making any awards, monitoring and review of any award.

We shall share any necessary data on your application with the UK Department for Business, Energy and Industrial Strategy, and with our funding partners in your country in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.

The British Council collects country of origin for reporting and statistical purposes and to contact you within your own country.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office or the Data Protection Team inforgovernance@britishcouncil.org or see our website: http://www.britishcouncil.org/privacy-cookies/data-protection.

13. Contractual Requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: www.britishcouncil.org/organisation/structure/status).
- The successful applicants will be expected to undertake activities in the UK and in Russia

- The British Council is subject to the requirements of the UK Freedom of Information Act, ("FOIA"). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
- The British Council's contractual approach in respect of the grant is set out at www.britishcouncil.org/education/science/current-opportunities/russia-institutional-links-july-2017
- (Terms and Conditions of the Grant Agreement) ("Grant Agreement"). **By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.**
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to UK-InstitutionalLinks@britishcouncil.org in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
- The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

14. Contact details

All queries or comments about this call should be addressed to the Institutional Links email address: UK-InstitutionalLinks@britishcouncil.org.

APPENDIX 1: COUNTRY-SPECIFIC GUIDANCE

To ensure optimal fit to the local context and development needs, priority areas, specific innovation challenges and additional application requirements – such as maximum grant sizes and durations – have been set at a country level through discussion with national stakeholders.

This appendix provides country-specific guidance which applicants should consider in conjunction with the main body text of this document **before** preparing their proposals. Proposals which do not take into account the country-specific guidance **cannot be considered for funding**.

1. Russia	
Russia co-funder:	Ministry of Education and Science of the Russian Federation MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION
Duration of grants:	36 months
Size of grant:	Up to £300,000 overall. The UK institution may request a maximum of £150,000 (half of the total grant)
Thematic priority areas:	**1. Physics and space sciences** **2. Cognitive disorders** **3. Environmental challenges and climate change**
Contractual arrangements:	
British Council will issue a grant agreement to the UK Lead Institution and manage the UK side of the grant. The Ministry of Education and Science of the Russian Federation will issue a contract with the Russian Lead Institution and manage the Russian side of the grant.	
Additional eligibility criteria:	
Russian universities and not-for-profit research institutions are eligible to apply UK universities and not-for-profit research institutions are eligible to apply. Only APPLIED research can be carried out under this grant. Basic/fundamental research will not be funded.	
Submission process:	
Applicants should submit one application via the UK system. Russian partner should also submit a separate application to the Russian Ministry of Education and Science. The Russian Ministry will open the call not later than July 24th. Full information and guidelines on the ministerial call will be published here: http://fcpir.ru/participation_in_program/contests/list_of_contests/	

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
The application	
The application has been submitted by the applicants by the published deadline.	
The application has been submitted by a principal applicant in the UK and a principal applicant based in Russia.	
Principal applicants are based at: • a not-for-profit higher education institution with the capacity to undertake high-quality research • a research institution with the capacity to undertake high-quality research • a Catapult Centre[5] (in the case of the UK Principal Applicant) • an alternative institution as detailed in Appendix 1 For the UK, if the lead institution is not an HEI, they are listed here (https://www.britishcouncil.org/sites/default/files/institutional_links_-_eligible_uk_research_organisations_-_version_1april_2015.pdf). Please contact UK-InstitutionalLinks@britishcouncil.org if in doubt	
The applicants have included two (2) supporting letters, one from each of the two Lead Institutions, on headed paper, signed by the Head of the Institution, Head of Department or other person with appropriate delegated authority, giving specific commitment to the project as described in Section 10 of these Guidelines. Supporting letters are not signed by the Principal Applicants.	
Applicants have submitted a detailed budget request using the appropriate budget spreadsheet provided.	
If there are associated partners, a letter from each partner has been uploaded as required within a single pdf.	
Each section of the application form has been completed in full and complies with instructions given.	
The application form and supporting documents have been completed in English.	
The principal applicants have submitted only one (1) application under this Institutional Links call.	
If either principal applicant has previously received an Institutional Links grant then the proposed activity builds significantly upon the existing project.	
The budget	
The total budget is within 10% of the limits given in this guidance, including Appendix 1. If the budget is over 10% above the maximum, the application is ineligible. If the budget is within 10% of the limits given, the budget is cut to the maximum allowed if chosen for funding.	
The budget requested under "other research related costs" is 30% or less of the total budget (unless specified otherwise in Appendix 1).	
The budget requested for permanent staff costs is 30% or less of the total budget requested for human resources costs.	
If the Russian Lead Institution is affiliated in any way with a higher education or research institution in another country, (e.g. UK, USA), the proposal includes other eligible higher education or research institutions in Russian.	

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[5] *https://www.innovateuk.org/-/catapult-centres*

APPENDIX 3: ASSESSMENT CRITERIA AND SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by expert reviewers, and the final funding decisions will be made in discussion with British Council country office and in-country partners. Only proposals that have clearly articulated relevance to economic development and social welfare of the partner country will be considered for funding. In addition, only proposals with an average score of 30 points or more for Sections 2 to 4 are considered fundable.

The above is not relevant for the Institutional Links call in Russia.

Section 1: Relevance to economic development and social welfare – NOT RELEVANT FOR THE RUSSIAN CALL	Score	Range
		YES/NO
The proposal clearly articulates a plausible pathway for the research to lead to positive impact on the lives of people on low income and contribute to the economic development and social welfare of the partner country and within a reasonable timeframe (3–15 years). Please see section 4 of the guidelines for further details.		

Section 2: Research/innovation quality and background	Score	Range
		0–20
- The academic importance and timeliness of the research/innovation topic is clearly demonstrated. - The Principal Applicants have sufficient relevant experience to undertake the proposed research collaboration and achieve the stated objectives. - The value added – to institutions and/or the wider research and innovation community – by the collaboration between the partnering institutions is clearly described. - The collaborating institutions are of appropriate academic standing. - The benefits and relevance of the research to the UK and Russian institution is clearly described.		**20 points:** Meets all criteria to an exceptional level **16 to 19 points:** Meets the majority of the criteria to a very high level **11 to 15 points:** Meets the majority of the criteria to a high level **6 to 10 points:** Meets the majority of the criteria to an adequate level **1 to 5 points:** Meets some of the criteria to an adequate level **0 points:** Fails to meet any of the criteria to an adequate level.

Section 3: Proposal	Score	Range
		0–20
• The description of the proposed collaboration includes clear, feasible and realistic objectives as well as potential for long term impact. • Applicants clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved • The proposal explains the benefits to both the UK and Russia researchers/innovation practitioners, institutions and end-users of the research or the products and services that will result from the project activity, in particular taking into account who might benefit and how they might benefit. • There is strong evidence of support from the applicants' institutions and Associated Partners (where applicable). • The proposed collaboration supports new links or significantly extends and develops existing links. • If the applicants' institutions are collaborating already, there is there clear evidence that the grant would add significant value to the collaboration. • The proposal includes a clear and feasible description of the arrangements for project managing the collaboration and communication between partners. • The proposal represents value for money; all costs are fully justified.		**20 points:** Meets all criteria to an exceptional level **16 to 19 points:** Meets the majority of the criteria to a very high level **11 to 15 points:** Meets the majority of the criteria to a high level **6 to 10 points:** Meets the majority of the criteria to an adequate level **1 to 5 points:** Meets some of the criteria to an adequate level **0 points:** Fails to meet any of the criteria to an adequate level.

Section 4: Sustainability and capacity building	Score	Range
		0–20
• The potential in terms of professional development and capacity building for researchers, innovation practitioners and other individuals participating in the collaboration is clearly described. • The collaboration supports the institutional capacity to translate research into economic or societal benefit, for example through establishing new relationships with non-academic partners, or setting up new processes for technology transfer. • The proposal includes a clear and feasible description of how the participating institutions/organisations intend to sustain their collaboration over the longer-term. • The participating institutions demonstrate a commitment to the collaboration through provision of in-kind funding (note that matched funding is an essential requirement for proposals from a subset of countries).		**20 points:** Meets all criteria to an exceptional level **16 to 19 points:** Meets the majority of the criteria to a very high level **11 to 15 points:** Meets the majority of the criteria to a high level **6 to 10 points:** Meets the majority of the criteria to an adequate level **1 to 5 points:** Meets some of the criteria to an adequate level **0 points:** Fails to meet any of the criteria to an adequate level.
Total score for quality assessment (Section 2 + Section 3 + Section 4)	Score	Range
		0–60