Going Global Partnerships

Institutional Links Early Career Researchers Scheme

Application Form Template Version 1.0

October 2021

**This Word doc form is intended to give applicants knowledge of the questions in the online application form and use for planning. This form cannot be used to apply the Scheme.**

**You must complete the online application form and submit it before 16:00 UK time on 30 November 2021.**

I**nstructions**

Before completing this application, please read the Application Guidelines for full details on eligibility and important information to help you complete a strong application.

This application form can be saved at any time before completing or submitting it by clicking 'Save and Resume Later' at the bottom of the page, which will provide you with a separate URL for completing the form later.

If you have any questions about this call, or if you encounter any technical issues with the online application, please contact the UK-ASEAN ILECR Scheme Team at [EA-ILECR@britishcouncil.org](mailto:EA-ILECR@britishcouncil.org)

We look forward to receiving your application.

|  |
| --- |
| **Overview of the Project** |
| **Working title:** No more than 200 characters |
| **Duration of partnership:** (in months) |
| **Proposed start date:** |
| **Total value of grant requested:** |
| **Total value of grant matched (cash only):** |
| **UK Principal Applicant** |
| **UK principal applicant name and title:** |
| **UK principal applicant gender:** Drop down menu: Male/Female/Other/Prefer not to say |
| **UK lead institution:** |
| **Formal legal description of contracting entitle including registered office address:** |
| **Partner Country Principal Applicant** |
| **Partner country:** Drop down menu |
| **Partner country principal applicant name and title:** |
| **Partner country principal applicant gender:** Drop down menu: Male/Female/Other/Prefer not to say |
| **Partner country lead institution:** |

1. **Proposal Summary**

|  |  |
| --- | --- |
| Please give a short summary in plain English of the partnership, the research/innovation area(s) to be covered and the participation of early career researchers. This should be a statement for a non-specialist audience, giving the rationale of the partnership, briefly describing what will be done and summarising its potential impact on the UK and partner country as well as its contribution to the economic and social welfare of the two countries.  We define 'impact' as short- to medium-term effects on a variety of stakeholders at different levels (i.e. individuals, organisations, nations); changes that will occur as a result of your research project; the demonstrable contribution that excellent research makes to society and the economy. No more than 2,000 characters. |  |

1. **The Research Project**

|  |  |  |
| --- | --- | --- |
| Objectives of the Project (up to 5; specific and achievable)  Objectives should cover what you hope to achieve through delivery of your outputs. No more than 1,000 characters | |  |
| Key deliverables and anticipated outputs  We define these as immediate results of your activities, e.g. research outcomes, new innovations, prototypes, patents, resources developed, learning achieved, (usually disseminated through publications, conferences, public events, interaction with the media) prospects for commercialisation. No more than 1,000 characters. | |  |
| Please provide details of the research that is to be undertaken in the proposed partnership and place it clearly in its scientific context. When completing this section, please structure the text to make it easily accessible for reviewers, for example by using section headings and bullet points.  You should address the following:   * Describe the topic of the project, stressing its importance and timeliness; * Describe how the research objectives relate to and could add value to the existing literature; * Describe what will be done, by whom, and at what institution, including those of any associated partners; * Describe research methodology and how this will produce outputs; * Indicate how the skills and backgrounds of the applicants make them particularly well-suited to successfully undertake this work.   No more than 5,000 characters. | |  |
| Indicative timetable with milestones covering the entire lifetime of the grant requested.  No more than 2,000 characters. | |  |
| Please outline a plausible pathway between the outcomes of the research addressed by the partnership and a positive tangible impact within a short to medium time-frame (3-15 years).  No more than 2,000 characters | | . |
| Please identify relevant stakeholders and potential users of the research and describe any existing engagement with them.  Stakeholders have a role, have an interest in, or are affected by the project, e.g. other researchers, policy makers, practitioners, private sector organisations, local/poor populations. Research users are defined as those who will use the outputs, e.g. a policy maker and practitioner using research outputs to influence decision-making.  No more than 2,000 characters. |  | |
| Please outline how you intend to engage with each of the groups described above in order to maximise the potential of this partnership to have a positive impact, during the lifetime of the grant and thereafter. Indicate how you will measure the impact on these stakeholder groups.  No more than 2,000 characters. |  | |
| Please outline how you are going to select and recruit the ECRs for this project.  Identify the roles of early career researchers and describe their engagement in the project including the milestones and achievements. Describe how you will mentor the ECRs and measure the progress and development of the ECRs.  No more than 4,000 characters. |  | |
| Which are the most relevant UN Sustainable Development Goals apply to your proposal? (List up to 5 from the most relevant to the least) |  | |

1. **The Partnership**

|  |  |
| --- | --- |
| Would the activity be part of an existing partnership between the UK and partner country institutions? If so, please give details of the partnership.  No more than 1,000 characters. |  |
| What roles will the different individuals/institutions/organisations have in the partnership?  No more than 1,000 characters. |  |
| How will the partnership be managed (including with regards to communications, diversity, inclusion and safeguarding)?  No more than 1,000 characters. |  |
| What value will the different individuals/ institutions/organisations add to the partnership (with specific reference to their complementary expertise and technical resources)?  How will each of the individuals/institutions/ organisations benefit and how does the partnership support the strategies or needs of the institutions/organisations in the UK and in the partner country?  No more than 3,000 characters. |  |
| How will the ECRs benefit from the partnership?  What value will be added to the partnership with the participation of ECRs and how will it benefit the UK and partner country?  No more than 3,000 characters. |  |

1. **Sustainability and capacity strengthening**

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| --- | --- |
| Please give a description of how the UK and the partner country group/department/ institution plan to continue the partnership after the end of the activity, providing information about potential funding sources that might support it.  No more than 1,500 characters. |  |
| How will the ECRs continue to benefit beyond the partnership?  No more than 1,500 characters. |  |
| How will the partnership contribute to capacity strengthening within the wider research and innovation landscape in the UK and partner country?  No more than 1,500 characters. |  |

1. **Intellectual Property Rights**

|  |  |
| --- | --- |
| Will the intellectual property created through the partnership be protected?  Drop down menu: Yes/No |  |
| If you answered yes to the previous question, please provide brief details of the arrangements to be made regarding IPR  No more than 500 characters. |  |

1. **UK Principal Applicant**

|  |  |
| --- | --- |
| In addition to completing the fields below, please also upload a PDF file with a 2-page CV outlining your education, employment history and academic track record (including latest research publications in the same field as the proposal). The file can be uploaded on the 'Supporting Documents' page towards the end of this online form. | |
| Title Drop down menu: Mr/Ms/Dr/Prof |  |
| Name |  |
| First Name |  |
| Last Name |  |
| Email address |  |
| Telephone number  Please make sure you include the country calling code (e.g.: +44 161 957 7755) |  |
| Position |  |
| How many hours per month do you spend on research related activities? |  |
| How many hours per month would you dedicate to the proposed partnership? |  |
| How many hours per month would you dedicate to the mentoring of the ECRs for the proposed partnership? |  |
| Have you, your group or your department received an Institutional Links or Researcher Links grant from the British Council in the past? If so, please supply title and brief details.  No more than 500 characters. |  |
| Have you, your group or your department previously submitted any unsuccessful Institutional Links or Researcher Links applications? If so, please supply title, name of PI and the partner country.  No more than 500 characters. |  |
| Please nominate a person in your institution who can deputise for the principal applicant if they are unable to lead the UK side of the partnership for any reason. | |
| First Name |  |
| Last Name |  |
| Position of named depute |  |
| Email address of named depute |  |

1. **UK Lead Institution**

|  |  |
| --- | --- |
| Institution (please ensure you enter the full legal name) |  |
| Department |  |
| Head of Department (full name)  Head of Department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Address |  |
| City |  |
| State/Province |  |
| Zip/Postal |  |
| UK Nation  Drop down menu: England/Wales/Scotland/Northern Ireland |  |
| Type of institution  Drop down menu: Existing List |  |
| If other type of Institution, please provide additional information  No more than 500 characters. |  |

* 1. **UK Lead Institution – Lead Contact for Grant Administration**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Email address |  |
| Telephone number  Please make sure you include the country calling code (e.g.: +44 161 957 7755) |  |

1. **Partner Country Principal Applicant**

|  |  |
| --- | --- |
| In addition to completing the fields below, please also upload a PDF file with a 1-page CV outlining your education, employment history and academic track record (including latest research publications in the same field as the proposal). The file can be uploaded on the 'Supporting Documents' page towards the end of this online form. |  |
| Title Drop down menu: Mr/Ms/Dr/Prof |  |
| Name |  |
| First Name |  |
| Last Name |  |
| Email address |  |
| Telephone number  Please make sure you include the country calling code (e.g.: +972 957 7755) |  |
| Position |  |
| How many hours per month do you spend on research related activities? |  |
| How many hours per month would you dedicate to the proposed partnership? |  |
| How many hours per month would you dedicate to the mentoring of the ECRs for the proposed partnership? |  |
| Have you, your group or your department received an Institutional Links or Researcher Links grant from the British Council in the past? If so, please supply title, partner country and brief details.  No more than 500 characters. |  |
| Have you, your group or your department previously submitted any unsuccessful Institutional Links or Researcher Links applications? If so, please supply title, name of PI and the partner country.  No more than 500 characters. |  |
| Please nominate a person in your institution who can deputise for the principal applicant if they are unable to lead the UK side of the partnership for any reason. |  |
| First Name |  |
| Last Name |  |
| Position of named deputy |  |
| Email address of named deputy |  |

1. **Partner Country Lead Institution**

|  |  |
| --- | --- |
| Institution (please ensure you enter the full legal name) |  |
| Department |  |
| Head of Department (full name)  Head of Department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Address |  |
| City |  |
| State/Province |  |
| Zip/Postal |  |
| Partner Country: Type in country |  |
| Type of institution Drop down menu: Existing List |  |
| If other type of Institution, please provide additional information No more than 500 characters. |  |

* 1. **Partner Country Lead Institution – Lead Contact for Grant Administration**

|  |  |
| --- | --- |
| First Name |  |
| Last Name |  |
| Email address |  |
| Telephone number  Please make sure you include the country calling code (e.g.: +44 161 957 7755) |  |

1. **Associated Partners**

|  |  |
| --- | --- |
| Please list any associated partners, indicating the type of organisation (i.e. higher education/research establishment, technology transfer office, not-for-profit/non-governmental organisation, commercial/for-profit organisation) and the country (UK or partner country). Please upload a PDF file with further information on the associated partners (see final pages of this form). This should include up to 300 words per partner, summarising the particular, relevant organisational and individual skills, knowledge and experience that each associated partner will bring to the project and the roles they will take. |  |
| Associated partner (1) |  |
| Type of institution (1) |  |
| Country (1) |  |
| Associated partner (2) |  |
| Type of institution (2) |  |
| Country (2) |  |
| Associated partner (3) |  |
| Type of institution (3) |  |
| Country (3) |  |
| Associated partner (4) |  |
| Type of institution (4) |  |
| Country (4) |  |
| Associated partner (5) |  |
| Type of institution (5) |  |
| Country (5) |  |
| Associated partner (5) |  |
| Type of institution (5) |  |
| Country (5) |  |
| Associated partner (6) |  |
| Type of institution (6) |  |
| Country (6) |  |
| Associated partner (7) |  |
| Type of institution (7) |  |
| Country (7) |  |
| Associated partner (8) |  |
| Type of institution (8) |  |
| Country (8) |  |

1. **Research governance and ethics**

|  |  |
| --- | --- |
| Please describe how you will ensure that the activity will be carried out to the highest standards of ethics and research integrity at least equivalent to those of the UK.  No more than 2000 characters. |  |
| Please describe how potential ethical and health and safety issues arising as part of this partnership have been considered and how they will be addressed.  No more than 2000 characters. |  |
| Will the partnership covered by the grant involve any of the following:   * Human participation * Human tissue * Patient/Participant data * Animal research * Genetic and biological risk * Arms/Military Research (including dual use technologies or goods)   **No**  **Yes** - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained  **Yes** - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing |  |

1. **Budget request**

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| --- |
| Please complete the budget summary below, listing (separately by the UK and partner countries) all the funding you are requesting for UK and the matched efforts from partner countries. Please also complete the budget spreadsheet provided on the call website with details of all costs and in-kind contributions. Please refer to Section 9-11 of the Guidelines for Applicants for general guidance on the budget support that can be requested. |

**12.1 Human Resources**

|  |  |
| --- | --- |
| Human resources (UK) |  |
| Human resources (Partner country) |  |
| Justification - human resources (UK)  No more than 1,000 characters |  |
| Justification - human resources (Partner country)  No more than 1,000 characters |  |

**12.2. Other Research Related Costs**

|  |  |
| --- | --- |
| Other research-related costs (UK) |  |
| Other research-related costs (Partner country) |  |
| Justification - other research-related costs (UK)  No more than 1,000 characters |  |
| Justification - other research-related costs (Partner country)  No more than 1,000 characters |  |

**12.3. Operational Costs (Including Travel and Sustenance)**

|  |  |
| --- | --- |
| Operational costs (UK) |  |
| Operational costs (Partner country) |  |
| Justification - operational costs (UK)  No more than 1,000 characters |  |
| Justification - operational costs (Partner country)  No more than 1,000 characters |  |

**12.4. Communication Costs**

|  |  |
| --- | --- |
| Communication costs (UK) |  |
| Communication costs (Partner country) |  |
| Justification - communications costs (UK)  No more than 1,000 characters |  |
| Justification - communications costs (Partner country)  No more than 1,000 characters |  |

**12.5. Other Costs**

|  |  |
| --- | --- |
| Other costs (UK) |  |
| Other costs (Partner country) |  |
| Justification - other costs (UK)  No more than 1,000 characters |  |
| Justification - other costs (Partner country)  No more than 1,000 characters |  |

**12.6. Total Funding**

|  |  |
| --- | --- |
| Total project budget (UK and partner country) |  |
| Total funding requested (UK) |  |
| Total funding matched (Partner country) |  |

**13. Funds requested from other sources**

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| --- | --- |
| Please list any requests for funding submitted to other funders to cover the costs of this partnership outside of the Institutional Links ECRs Scheme. The British Council will reserve the right to withhold part of the funds awarded if additional funds are obtained from other sources that will cover costs listed previously. The status of application for funds to cover this partnership should be communicated to the British Council as soon as known. |  |
| (A) Source for additional funding |  |
| (A) Total amount requested |  |
| (A) Status of application |  |
| (B) Source of additional funding |  |
| (B) Total amount requested |  |
| (B) Status of application |  |
| (C) Source of additional funding |  |
| (C) Total amount requested |  |
| (C) Status of application |  |
| Please inform the British Council by writing to [EA-ILECRs@britishcouncil.org](mailto:EA-ILECRs@britishcouncil.org) if additional requests for funding have been submitted. | |

**14. Gender Equality Statement**

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| --- | --- |
| Please provide a Gender Equality Statement. This statement must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities, as required under the International Development (Gender Equality) Act. Please address the following five areas/questions in regard to the project team and the outputs from the research:    a) Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.  b) The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.  c) The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.  d) How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?  e) Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?  mandatory  No more than 3,500 characters |  |

**15. Additional Information**

|  |  |
| --- | --- |
| Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form. No more than 2,000 characters. |  |

**16. Review of the proposal**

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| The proposals will be assessed by one of the two main panels being **the** **environment, agricultural and food sciences panel and the engineering and physical sciences panel.** Please select one. If your proposal should be assigned to other area, please select “Other” and indicate it. checkbox |
| For the proposals that will be assigned to the environment, agricultural and food sciences panel, please pick three main subject areas for your proposal review under this panel. checkbox |
| For the proposals that will be assigned to the engineering and physical sciences panel, please pick three main subject areas for your proposal review under this panel. checkbox |

**17. Supporting Documents**

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| --- |
| **IMPORTANT NOTICE:** When using the Save & Resume function, files uploaded to the form will NOT be saved to the form until the form is submitted to the database. Users should NOT upload files until they are ready to submit their application.  Full guidance on the required supporting documents can be found in the guidelines for applicants. Please ensure you fully read and understand these before submitting supporting documents.  **Late submission of supporting documents, or submission of documents which do not comply with these requirements will render the application ineligible. Appeals against this decision will not be accepted.** |
| CV for the UK Principal Applicant (maximum 2 sides of A4)  If the name of your file/document appears beside this button, your file/document has been uploaded successfully. |
| CV for the Partner Country Principal Applicant (maximum 2 sides of A4)  If the name of your file/document appears beside this button, your file/document has been uploaded successfully. |
| * Budget Spreadsheet (using the template provided on the website) * If the name of your file/document appears beside this button, your file/document has been uploaded successfully. |
| * Signed letter of support from the Head of Department (or equivalent) of the UK Lead Institution   The letter should outline the benefit to institution of the proposed partnership and detail the support that the institution will provide. If the name of your file/document appears beside this button, your file/document has been uploaded successfully. |
| * Signed letter of support from the Head of Department (or equivalent) of the Partner Country Lead Institution   The letter should outline the benefit to institution of the proposed partnership and detail the support that the institution will provide. If the name of your file/document appears beside this button, your file/document has been uploaded successfully. |
| * A combined pdf containing letters from any Associated Partners, on headed paper, signed. This should be no more than 300 words per partner, summarising the expertise they will bring to the project and the role they will take.   Only one file will be accepted. Letters from Associated Partners must be combined into one document to be eligible. If the name of your file/document appears beside this button, your file/document has been uploaded successfully |
| * Gantt chart * No more than one sheet of A4 |
| Signed appointment or offer letter and CV of ECR **if applicable**  Only one file will be accepted. The documents must be combined into one document. |
| Signed letter of agreement for grant disbursing to associated partners or ECR **if applicable**  The letter should outline the activities, duration and grant amount that will be delivered by the associated partners and that a grant agreement will be signed by both parties after successful application. The letter should indicate that the partners have read and understand the Grant Agreement terms of the Scheme. |

**19. Pre-submission confirmation**

|  |  |
| --- | --- |
| Both UK and Partner Country Principal Applicants must confirm the following: | |
| Neither the UK Principal Applicant nor the Partner Country Principal Applicant are or may be subject of a conflict of interest during the grant award procedure. | I confirm the above |
| Have you obtained permission to submit this application on behalf of the UK and partner country institutions? | Yes/No |
| The partner country institution agrees to match funding for the project. | I confirm the above |
| Both the UK and Partner Country Principal Applicants and their home institutions have the professional resources, competencies and qualifications necessary to manage the grants and deliver the project. | I confirm the above |
| Both the Principal Applicants’ Institutions (i.e. the Lead Institutions) are willing to receive the funds and sign a Grant Agreement with the British Council. | I confirm the above |
| Associated Partners and ECRs have the professional resources, competencies and qualifications necessary to manage the grants (if applicable) and deliver the activities. | I confirm the above |
| Neither the UK Principal Applicant's nor the Partner Country Principal Applicant's home institution are bankrupt, being wound up, or having their affairs administered by the courts. | I confirm the above |
| Neither the UK Principal Applicant's nor the Partner Country Principal Applicant's home institution have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations. | I confirm the above |
| Neither the UK Principal Applicant nor the Partner Country Principal Applicant are guilty of grave professional misconduct proven by any means which the contracting authority can justify. | I confirm the above |
| Neither the UK Principal Applicant not the Partner Country Principal Applicant have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests. | I confirm the above |
| Neither the UK Principal Applicant nor the Partner Country Principal Applicant are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information. | I confirm the above |
| Does the UK Freedom of Information Act apply to your organisation? | Yes/No |
| 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. | I confirm the above |
| 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. | |

|  |  |
| --- | --- |
| Before continuing, please confirm that you have read and understood the above notice. | I confirm that I have read and understood the above notice. |

**20. DATA PROTECTION**

|  |
| --- |
| The British Council will use the information provided in the application for processing the application, making any consequential grant award, for the award payment, monitoring, maintenance and review of the award.  In order to carry out the selection process for the grants, we may share your information with the funder. The final decision on grants will be made in partnership with them.  **Please note that a confirmation email containing your ID application number will be sent to your email address.** If you do not receive the email following the submission of this form,  please contact us: [EA-ILECR@britishcouncil.org](mailto:EA-ILECR@britishcouncil.org) within 3 working days from the deadline, otherwise your application will be considered ineligible.  **Your application ID number should be mentioned in all the communications with the British Council.**  Please **tick this box** to confirm that you are willing for the British Council to share your information with funder for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). \*  I am willing for my information passed on to the funder for the purpose of this funding application  The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. The British Council will not publish personal details on their website or via other media without prior permission.  I agree to information on this form, excluding information about individuals, being put on the British Council website and used in promotional materials.  Please tick this box to confirm that you are willing for the British Council to share future higher education and research opportunities with you.  I wish to be contacted about future British Council higher education and research opportunities. |