

Going Global Partnerships

RESEARCH ENVIRONMENT LINKS

Application form template August 2021

This PDF form is intended to give applicants knowledge of the questions in the online application form only and cannot be used to submit an application.

This form should be submitted before 16:00 UK time on 8 October 2021

1. Overview of the proposed collaboration	
Working title *	
Country *	
Duration of collaboration (in months) * (Total duration of the grant must not exceed 12 months)	
Proposed start date	1 January 2022
Total value of grant requested* (Maximum of £50,000)	£
Proposal Summary* Please give a short summary in plain English of the Research Environment capacity strengthening and collaboration activities you plan to undertake; how this addresses needs in country; and how it will develop sustainable impact (this should be a statement for a non-specialist audience, giving the rationale of the collaboration and briefly summarising its potential impact on economic development and social	

welfare in the partner country - please refer to Annex 1 of the applicants' guidelines.	
Objectives of the project * (Please list a maximum of 5 objectives; they must be both specific and achievable).	
2. Partner country - Lead Institution	
Institution name (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.	
Institution full address *	
Type of institution *	<input type="radio"/> Not-for-profit higher education institution/university with the capacity to undertake high quality research, including Technology Transfer Offices <input type="radio"/> Not-for-profit research organisation <input type="radio"/> Others
2. Partner country - Lead Applicant (In addition to completing the fields below, please also upload a PDF file with a 1-page CV outlining your education, employment and academic track record. The file can be uploaded on the 'Supporting Documents' page towards the end of the online form)	
Title*	
Full name*	
Gender*	<input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Another <input type="radio"/> Prefer not to say
Work email address*	
Work telephone number * (Please make sure you include the country calling code, e.g.: +44 161 957 7755)	
Position	

<p>Please nominate a person in your institution who can deputise for the Lead applicant if they are unable to lead the collaboration for any reason. (Full name of deputy) *</p>	
<p>Position of named deputy*</p>	
<p>Work email address of named deputy*</p>	
<p>4. UK Lead Institution</p>	
<p>Institution name (please ensure you enter the full legal name) *</p>	
<p>Department*</p>	
<p>Head of Department (Full Name) *</p> <p>Head of Department (or equivalent). This will be the person who has the authority to approve this application.</p>	
<p>Institution full address *</p>	
<p>UK Nation*</p>	
<p>Type of Institution*</p>	<ul style="list-style-type: none"> <input type="radio"/> Not-for-profit higher education institution/university with the capacity to undertake high quality research, including Technology Transfer Offices <input type="radio"/> Not-for-profit research organisation <input type="radio"/> Others
<p>5. UK - Lead Applicant</p> <p>(In addition to completing the fields below, please also upload a PDF file with a 1-page CV outlining your education, employment and academic track record. The file can be uploaded on the 'Supporting Documents' page towards the end of the online form)</p>	
<p>Title*</p>	
<p>Full name*</p>	
<p>Gender*</p>	<ul style="list-style-type: none"> <input type="radio"/> Female <input type="radio"/> Male <input type="radio"/> Another <input type="radio"/> Prefer not to say
<p>Position*</p>	
<p>Work email address*</p>	

Work telephone number * (Please make sure you include the country calling code, e.g.: +44 161 957 7575)		
Please nominate a person in your institution who can deputise for the Lead applicant if they are unable to lead the UK side of the collaboration for any reason. (Full name of deputy) *		
Position of named deputy*		
Work email address of named deputy*		
6. Associated Partners		
<p>Lead Applicants can include in their proposals Associated Partners (from both the partner county and the UK) affiliated with:</p> <ul style="list-style-type: none"> • Research or higher education institutions • Other Education Organisations/Charities/Foundations • Not-for-profit organisations (including non-governmental organisations (NGOs)) • For-profit/commercial organisations, including small and medium enterprises (SMEs) 		
<u>Institution</u>	<u>Contribution to the project (in bullet points)</u>	<u>How will they add value? (in bullet points)</u>
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7. Pathway to Impact on economic development and social welfare		
<p>Please outline a plausible pathway between the outcomes of the collaboration and a positive tangible impact on the lives of vulnerable or low-income populations in the partner country. Please describe how the research may contribute to the economic development and social welfare of the partner country within a reasonable time frame (3-15 years).*</p> <p>(This section will be used to assess ODA eligibility).</p>		

<p>Please identify the relevant stakeholders and potential beneficiaries (both within your institution and externally) of the capacity strengthening activities and describe any existing engagement with them. *</p>	
<p>Please outline how you intend to engage with the groups described above in order to maximise the potential of this collaboration to have a positive impact, during the lifetime of the grant and thereafter and indicate how you will measure impact on those groups. *</p>	
<p>Please select which UN Sustainable Development Goals, that apply to your project (Select no more than 5) *</p>	
<p>Of the Sustainable Development Goals you have selected, please select the most relevant one, which applies to your project. *</p>	
8. Gender Equality Statement	
<p>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. *</p>	
<p>What is the expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond. *</p>	
<p>Will there be an impact on the relations between people of different genders and people of the same</p>	

<p>gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc. Please provide details if no change is expected. *</p>	
<p>How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? Please provide an explanation if there are no risks or unintended negative consequences on gender equality are expected. *</p>	
<p>Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)? Please explain if there are no relevant outcomes and outputs which will require data to be disaggregated by age and gender. *</p>	
<p>9. Description of the project</p>	
<p>Please describe the skill and/or knowledge deficit the collaboration is addressing, within an institutional context as well as national/regional context by setting out which new skills and knowledge the groups involved will gain and how these will contribute to achieving/enhancing the overall goals of the institutions involved. *</p>	
<p>Please describe the objectives to be pursued by the proposed activities and specific impacts they are looking to achieve, and the details of the methodology it will use to achieve them. *</p> <p>(This should relate to, but not repeat, the information given in the project</p>	

<p>summary and activity plan below)</p>	
<p>Value added by the UK Institution.</p> <p>Please describe the value added by the UK Institution. This should focus on the expertise of the UK institution in the area, the level of their contribution to the project and why their participation is fundamental to the capacity strengthening activities' success. *</p>	
<p>10. Sustainability and Capacity Strengthening</p>	
<p>Please describe how you and your group/department/institution plan to continue the collaboration after the end of the activity, providing information about potential funding source that might support it. *</p>	
<p>How will the collaboration contribute to capacity strengthening within a wider country/regional context? *</p>	
<p>What measures, means and resources will you use to sustain the activities beyond the duration of the grant? *</p>	
<p>11. Environmental Impact</p>	
<p>What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? How can any negative impact be reduced? *</p>	
<p>Have you considered possible alternatives to national and/or international travel such as virtual delivery? If alternatives are not</p>	

<p>possible, please provide justification why travel is essential to ensure project outcomes and impact and what measures you will take to limit the carbon footprint of any travel used to deliver the project. *</p>	
<p>If available, please provide a link to your Institution's environmental policy and carbon reduction plan *</p>	
12. Intellectual Property Rights	
<p>11.1 Will the intellectual property created through the collaboration be protected? * (Yes/No)</p>	
<p>11.2 If you answered yes to the previous question please provide brief details of the arrangements to be made regarding IPR</p>	
13. Detailed activity plan	
<p>Summary – please provide a general introductory summary of the programme as context for the activity plan below. *</p>	
<p>Activity plan – please detail the principal activities to be undertaken, including timeline and milestones (e.g. training, seminars, workshops, visits, job-shadowing) outlining their proposed training impact (the specific outcome of the activity in terms of new skills and knowledge acquired)</p>	
<p>Title activity 1 *</p>	<p>Description *-</p>
<p>Title activity 2 *</p>	<p>Description *-</p>
<p>Title activity 3*</p>	<p>Description *-</p>
<p>Title activity 4</p>	<p>Description -</p>
<p>Title activity 5</p>	<p>Description -</p>
<p>Please add activities if needed</p>	<p>Description -</p>

14. Resources Allocation

Please identify all those involved in the organisation and delivery of the project (in the UK and in the partner country institutions, and associated partners) by name, position, institution. Please indicate the proportion (estimated) of their time (e.g. hours per month), dedicated to the project during its duration.

<u>Name*</u>	<u>Institution*</u>	<u>Time allocated to the project*</u>	<u>Contribution to the project (in bullet points) *</u>
<u>Name*</u>	<u>Institution*</u>	<u>Time allocated to the project*</u>	<u>Contribution to the project (in bullet points) *</u>
<u>Name</u>	<u>Institution</u>	<u>Time allocated to the project</u>	<u>Contribution to the project (in bullet points)</u>
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<u>Name</u>	<u>Institution</u>	<u>Time allocated to the project</u>	<u>Contribution to the project (in bullet points)</u>
<u>Name – additional space</u>	<u>Institution – additional space</u>	<u>Time allocated to the project – additional space</u>	<u>Contribution to the project (in bullet points) – additional space</u>

15. Budget and co-funding (this should be stated in British Sterling)

Detailed budget breakdown:

The budget summary - all funding you are requesting including match funding and in-kind contribution. Please also complete the budget spreadsheet provided on the call website with details of all costs. Please refer to Section 5 (Funding Available) of the Guidelines for Applicants for general guidance on the budget support that can be requested and Annex 1 for country-specific limits and criteria. If any budget costs are not required for your project, please put a zero for that area and put "not required" in the justification below it.

Human resources (Staff costs for personnel working directly on the grant-funded project)

Human resource costs (partner country) * – Justification – Human resource (partner country) –	Human resource costs (UK) * – Justification – Human resource (UK) –	Match funding or in-kind support - human resources (partner country) * - Justification - match funding or in-kind support - human resources (partner country) –
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Service Fees for UK/partner country expertise

Service fees for partner country or UK consultants who are external to applicant's organisations. Where consultancy services are strictly essential, appropriate and relevant to the design, implementation of the capacity strengthening activities - limited to 20% of overall budget (10% UK + partner country expertise)

Service fees (partner country) * - Justification – Other research related costs (UK) –	Service fees (UK) * - Justification – Other research related costs (partner country) –	Match funding or in-kind support - Service fees (partner country) * - Justification - match funding or in-kind support - Other research related costs (partner country)
Operational costs (Travel and subsistence costs, visa fees, vaccinations, medical insurance for travel essential to collaboration, cost of meetings, training events, seminars and conferences integral to collaboration, etc.)		
Operational costs (partner country) * - Justification – Operational costs (UK)	Operational costs (UK) * - Justification – Operational costs (partner country) –	Match funding or in-kind support - Operational costs (partner country) * - Justification - match funding or in-kind support - Operational costs (partner country) –
Communications costs (Access fees to facilities or library services; use of telecommunications such as video/audio/ web conferencing)		
Communications costs (partner country) * - Justification – Communications costs (UK) –	Communications costs (UK) * - Justification – Communications costs (partner country) –	Match funding or in-kind support - Communications costs (partner country) * - Justification - match funding or in-kind support Communications costs (partner country) –
Other costs (Bank charges for transfer of funds from the Lead Institution to other Partners)		
Other costs (partner country) * - Justification – Other costs (UK) –	Other costs (UK) * - Justification – Other costs (partner country) –	Match funding or in-kind support - Other costs (partner country) * - Justification - match funding or in-kind support - Other costs (partner country) –
Total cost/funding requested (partner country) * -	Total cost/funding requested (UK) * -	Total match funding or in-kind support (partner country) * -
16. Funds requested from other sources Please list any requests for funding submitted to other funders to cover the costs of this collaboration outside of the Research Environment Links Programme. 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 collaboration should be communicated to the British Council as soon as known.		

Source for additional funding	Total amount requested	Status of application
Source for additional funding	Total amount requested	Status of application
Source for additional funding	Total amount requested	Status of application

17. Risks, 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. *	
Please describe how potential ethical and health and safety issues arising as part of this collaboration have been considered and how they will be addressed. *	
Please provide details of risks to the success of the projects and how this will be mitigated. Risks can relate to project timeline, budget and participants. *	

Will the collaboration covered by the Research Environment Links grant involve any of the following:

Human participation*

- 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

Human tissue*

- 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

Patient/Participant data*

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

Animal research*

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

Genetic and biological risk*

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

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

18. 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.

19. Assessment of the Research Environment Links Proposal

Please indicate which of the following panels is the most appropriate for the assessment of your proposal. *

- Arts and Humanities**
- Biological and Medical Sciences**
- Environment Agriculture and Food Sciences**
- Engineering and Physical Sciences**
- Social Sciences**

20. Supporting documents

Full guidance on the required supporting documents can be found in the August 2021 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 Lead Applicant (maximum 2 sides of A4) *

CV for the partner country Lead Applicant (maximum 2 sides of A4) *

Signed letter of support from the Head of Department (or equivalent) of the UK Lead Institution, including expression of the commitment and willingness to receive funding and to sign a grant agreement with the British Council). *

Signed letter of support from the Head of Department (or equivalent) of the partner country Lead Institution*

Detailed budget request (using the template provided on the call website) *

Description of Associate Partner/s organisation and project role (300 words per partner)

21. Pre-submission confirmation

Both UK and partner country Lead Applicants must confirm the following:

Neither the UK nor partner country Lead Applicants are or may be subject of a conflict of interest during the grant award procedure. *

- I confirm the above
 I am unable to confirm the above

Have you obtained permission to submit this application on behalf of the UK and partner country institutions? *

- Yes No

Both the UK and partner country Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. *

- I confirm the above
 I am unable to confirm the above

Neither the UK nor partner country Lead Applicant's institutions are bankrupt, being wound up, or having their affairs administered by the courts. *

- I confirm the above
 I am unable to confirm the above

Neither the UK nor partner country Lead Applicant's institutions 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
 I am unable to confirm the above

Neither the UK nor partner country Lead Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify. *

- I confirm the above
 I am unable to confirm the above

Neither the UK nor partner country Lead Applicants 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 or partner organisations' financial interests. *

- I confirm the above
 I am unable to confirm the above

Neither the UK nor partner country Lead Applicants 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
 I am unable to confirm the above

Does the UK Freedom of Information Act or similar 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.

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.

22. Safeguarding and Protection of Children and Vulnerable Adults at Risk

Please tick the box below to confirm you have read the British Council Safeguarding Policy -

<https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

- I have read the British Council Child Safeguarding Policy

23. 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 Research Environment Links grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.

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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.

For detailed information, please refer to the privacy section of our website, <https://www.britishcouncil.org/privacy-cookies/data-protection> or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.

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: UK-REL@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 partner organisations 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 British Council partner organisations 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 be contacted, should the British Council wish to use my information/gather further information for publications or promotional material

I agree to my information being put on the British Council website

NOT FOR SUBMISSION