COP26 Trilateral Research Initiative 2021-22  
Application Form

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|  |  |
| Proposed Project Working Title: |  |
| Duration of Collaboration: | (in months) |
| Proposed Start Date: |  |
| Total Value of Grant Requested: |  |
|  |  |
| UK principal applicant name and title: |  |
| UK principal applicant gender: | Please choose:  Male Female Other Prefer not to say |
| UK lead institution: |  |
| Formal legal description of contracting including registered office address |  |
|  |  |
| Japan principal applicant name and title: |  |
| Japan principal applicant gender: | Please choose:  Male Female Other Prefer not to say |
| Japan lead institution: |  |
| Formal legal description of contracting including registered office address |  |
|  |  |
| ODA partner country: |  |
| ODA partner country principal applicant name and title: |  |
| ODA partner country principal applicant gender: | Please choose:  Male Female Other Prefer not to say |
| ODA partner country lead institution: |  |

Proposal Summary

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| Please give a short summary of the proposed project including its key focus in the context of Climate Change and in relation to the objectives of COP26. This should be a statement for a non-specialist audience, giving the rationale of the collaboration, briefly describing the activities and summarising its potential impact[[1]](#footnote-1) on economic development and/or social welfare in the ODA partner country. | No more than 2,000 characters. |

The Research Project

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| --- | --- |
| Objectives of the research project (up to 5; specific and achievable)[[2]](#footnote-2) | No more than 1,000 characters |
| Key deliverables and anticipated outputs | No more than 1,000 characters. |
| Please provide details of the project that is to be undertaken  You should address the following:   * Describe the topic of the project, stressing its importance and timeliness; * Describe how the project objectives relate to and could add value to the existing literature; * Describe what will be done, by whom, and at what institution; * Describe how your project 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 key milestones covering the entire lifetime of the grant requested. This should include a report, delivered to the British Council upon completion of the project summarising the process and the output of the project. | No more than 1,000 characters. |

Pathway to economic development and social welfare

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| Please outline a plausible pathway between the outcomes of the project and a positive tangible impact within a short to medium timeframe (3-15 years).   Your application will be rejected at screen stage if it isn’t ODA eligible. | No more than 2,000 characters. |
| Please identify relevant stakeholders and potential users/participants/beneficiaries of the project and describe any existing engagement with them. [[3]](#footnote-3) | No more than 2,000 characters. |
| 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. Indicate how you will measure the impact on these stakeholder groups. | No more than 2,000 characters. |

The Collaboration

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

Sustainability and Capacity Building

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| --- | --- |
| Please give a description of how the UK, Japan and ODA partners’ group/department/ institution plan to continue the collaboration 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 collaboration contribute to capacity building within the wider research and innovation landscape in the ODA partner country? | No more than 1,500 characters. |

Intellectual Property Rights

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| --- | --- |
| Will any intellectual property be created as a result of this project? | 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. |

UK 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). |  |
| Title |  |
| 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 would you dedicate to the proposed project? |  |
| Have you, your group or your department received a grant from the British Council in the past? If so, please supply title and brief details. | 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 collaboration for any reason. |  |
| First Name |  |
| Last Name |  |
| Position of named deputy |  |
| Email address of named deputy |  |

UK Lead Institution

|  |  |
| --- | --- |
| Institution (please ensure you enter the full legal name) |  |
| Department |  |
| Head of Department (full name) | This will be the person who has the authority to approve this application. |
| Address |  |
| City |  |
| State/Province |  |
| Zip/Postal |  |
| UK Nation | England/Wales/Scotland/Northern Ireland |
| Type of institution | (eg university) |

Japan 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). |  |
| Title |  |
| 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 would you dedicate to the proposed project? |  |
| Have you, your group or your department received a grant from the British Council in the past? If so, please supply title and brief details. | 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 Japanese side of the collaboration for any reason. |  |
| First Name |  |
| Last Name |  |
| Position of named deputy |  |
| Email address of named deputy |  |

Japan 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 of institution | (eg university) |

Principal Applicant ODA-eligible country

|  |  |
| --- | --- |
| 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). |  |
| Title |  |
| 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 would you dedicate to the proposed project? |  |
| Have you, your group or your department received a grant from the British Council in the past? If so, please supply title and brief details. | 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 ODA partner side of the collaboration for any reason. |  |
| First Name |  |
| Last Name |  |
| Position of named deputy |  |
| Email address of named deputy |  |

ODA 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 | (eg university) |

Lead Institution and Contact for Grant Administration

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

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. 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) |  |
|  | Please add additional rows as required. |

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 project have been considered and how they will be addressed. | No more than 2000 characters. |
| Will the project covered by this grant involve any of the following:   * Human participation * Human tissue * Patient/Participant data * Animal research * 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 |

Budget request

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| Please complete the budget summary below in GBP, listing (separately by each partnering institution) all the funding you are requesting. Please keep justifications brief (no more than 300 characters per cost). Please also complete the budget spreadsheet provided with details of all costs and any in-kind contributions. Please refer to Eligibility Criteria document for general guidance on the budget support that can be requested. |

Human Resources

|  |  |
| --- | --- |
| Human resources (UK) |  |
| Human resources (Japan) |  |
| Human resources (ODA partner country) |  |
| Justification - human resources (UK) |  |
| Justification - human resources (Japan) |  |
| Justification - human resources (ODA partner country) |  |

Equipment or Research Related Costs

|  |  |
| --- | --- |
| Costs (UK) |  |
| Costs (Japan) |  |
| Costs (ODA partner country) |  |
| Justification (UK) |  |
| Justification (Japan) |  |
| Justification (ODA partner country) |  |

Operational Costs (Including Travel and Sustenance)

|  |  |
| --- | --- |
| Operational costs (UK) |  |
| Operational costs (Japan) |  |
| Operational costs (ODA Partner country) |  |
| Justification - operational costs (UK) |  |
| Justification - operational costs (Japan) |  |
| Justification - operational costs (ODA partner country) |  |

Communication Costs

|  |  |
| --- | --- |
| Communication costs (UK) |  |
| Communication costs (Japan) |  |
| Communication costs (ODA Partner country) |  |
| Justification - communications costs (UK) |  |
| Justification - communications costs (Japan) |  |
| Justification - communications costs (ODA partner country) |  |

Other Costs

|  |  |
| --- | --- |
| Other costs (UK) |  |
| Other costs (Japan) |  |
| Other costs (ODA partner country) |  |
| Justification - other costs (UK) |  |
| Justification – other costs (Japan) |  |
| Justification - other costs (ODA partner country) |  |

Total Funding Requested

|  |  |
| --- | --- |
| Total funding requested (UK) |  |
| Total funding requested (Japan) |  |
| Total funding requested (ODA partner country) |  |
| GRAND TOTAL |  |

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:     1. 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. 2. The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond. 3. 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. 4. How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? 5. 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) |  |

**18. Additional Information**

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| 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. |

Supporting Documents checklist

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| --- | --- |
| IMPORTANT NOTICE: 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. | |
| Have you included: | **Please tick** |
| CVs for the Principal Applicants from each country (maximum 2 sides of A4) |  |
| * Detailed budget request (using the Excel template provided) |  |
| * Signed letter of support from the Head of Department (or equivalent) of each Lead Institution   The letter should outline the benefit to institution of the proposed collaboration and detail any support that the institution will provide. |  |
| * 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. |  |

Pre-submission confirmation

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| --- | --- |
| All Applicants must confirm the following: | Please tick |
| None of the Principal Applicants are or may be subject of a conflict of interest during the grant award procedure. |  |
| Have you obtained permission to submit this application on behalf of the partner institutions? |  |
| All Principal Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action. |  |
| None of the Principal Applicants’ home institutions are bankrupt, being wound up, or having their affairs administered by the courts. |  |
| None of the Principal Applicants’ home 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. |  |
| None of the Principal Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify. |  |
| None of the Principal 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 and partner organisations' financial interests. |  |
| None of the Principal 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. |  |
| 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 none of 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. | |
| 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. |  |

Data Protection:

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| 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 COP26 Trilateral Research Initiative 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.  A confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please contact us at: IHE@britishcouncil.org within 3 working days from the deadline, otherwise your application will be considered ineligible.  The title of your project should be mentioned in all the communications with the British Council.  Please tick the box below 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.  Tick the box below to indicate you agree to information on this form, excluding information about individuals, being put on the British Council website and used in promotional materials. |

Privacy consent

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](https://theatreanddance.britishcouncil.org/www.britishcouncil.org/privacy) section of our website or contact your local [British Council office](https://www.britishcouncil.org/contact).   
  
We will keep your information for a period of seven years from the time of collection.

Yes

No

1. 'impact' is defined 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 project; the demonstrable contribution that the project makes to society and the economy [↑](#footnote-ref-1)
2. Objectives should cover what you hope to achieve through delivery of your outputs. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)