

INSTITUTIONAL LINKS

www.britishcouncil.org

NEWTON FUND INSTITUTIONAL LINKS – GUIDELINES FOR APPLICANTS July 2016 – Version 6

Countries included in this call are **Brazil, Colombia, Egypt, Kenya, Mexico, Thailand, Turkey and Vietnam.**

Call opens: 11th July 2016 except: Mexico, 18th July and Turkey 18th August

Call closes: 19th September 2016 16:00 UK time except:

Egypt 26th September 16.00 UK time

Brazil Zika 16th October 2016 16:00 UK time

Turkey 31st October 16.00 UK time

1. Background

The Newton Fund aims to build UK-partner country collaborations centred on these shared research and innovation challenges which have **direct** relevance to Newton partner countries' social welfare and economic development. It is managed by UK Government's Department of Business, Innovation and Skills, and delivered through 15 UK delivery partners in collaboration with 16 partner countries.

Tackling global challenges – such as extreme weather conditions, urbanisation, access to affordable health care, food and energy security, and meeting the social and economic needs of a growing population – requires an integrated research and innovation approach, bringing together communities from different disciplines, sectors, and countries in high-quality collaborations.

The Newton 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

Newton Institutional Links grants provide small-scale seed funding for collaborations between the UK and the participating Newton Fund countries¹ in each call to:

- Initiate new research and innovation collaborations between academic groups, departments, and institutions in partner countries 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

¹ Links with particular additional countries may be possible in individual calls; please check Annex 1

- Establish local hubs for UK-partner country activity in a particular area, enabling engagement from the wider research and innovation community.

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 and development needs, and to bring in relevant private and third sector partners, including small- and medium enterprises (SMEs), non-governmental organisations (NGOs), technology transfer offices, and other not-for-profit organisations.

Grants range from £50,000 to £300,000 for up to two years, dependent on the country (see Annex 1 for country-specific limits).

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 Annex 1 for country-specific guidance before you prepare your proposal.** Proposals which do not follow the country-specific guidance **cannot be considered for funding.**

3. Scope of the Programme

Grants under the Newton 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 partner countries 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 the economic development and welfare of the partner country.** Institutional Links grants are intended to support areas relevant to the economic development and social welfare of partner countries. **Before** preparing your proposal, please see section 4 for a definition of development-relevant research and Annex 1 for additional priority or challenge areas for individual countries.

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

Collaborations may also be established as UK-partner country centres of excellence – based in the partner country – in a particular research area, acting as a resource hub for the wider research community in-country and a focal point for other activities (e.g. seminars, technical training workshops).

Countries to be involved in the July 2016 call are:

Brazil Zika call, Brazil(PELD); Colombia Biodiversity; Egypt Cultural Heritage, Kenya, Mexico (call re-opens 18th July), Thailand, Turkey, Vietnam

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 the partner country.

Newton Fund 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 the partner country funding agencies, in some countries there may be restrictions on partner country costs – please refer to Annex 1 for details.

Institutional Links grants can also support the training of technical staff, or finance other activities necessary for the translation of the research into benefit, thereby laying the foundations for longer-term impact on the research and innovation landscape, and on economic development and social welfare. All expenditure must be detailed in the budget spreadsheet provided.

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. A financial reporting template and instructions will be provided for this nearer the time of reporting

Please refer to Section 6 and Annex 1 for further details of funding available.

4. Relevance to economic development and social welfare (Official Development Assistance (ODA) eligibility)

For the purpose of the Newton Institutional Links Programme, we define research and innovation with development relevance as activities that have the potential to contribute to the economic development and social welfare of Newton Fund low- and middle-income countries², benefitting low-income and vulnerable populations in these countries.

In order to be considered for funding under the Newton Programme, **all proposals must clearly articulate a plausible pathway to positive impact on these populations within a short- to medium-term timeframe (3-15 years). Applications which do not meet this criterion cannot receive UK Newton Fund support.**

In some disciplines, development relevance can be longer-term and less direct than in other areas and impact may be societal. In all cases, it is the responsibility of the applicant to articulate how the research area or activity proposed will meet these criteria. Applicants should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

Under this call, the following research and innovation challenge areas will be given priority (**unless specified further in Annex 1 for individual countries**). Multidisciplinary proposals are welcome, and may include Biological and Medical Sciences, Engineering and Physical Sciences, Environment, Agriculture and Food Sciences Social Sciences and Arts and Humanities. The challenge areas are as follows:

- Agriculture (e.g. irrigation, crop yields)
- Climate and environment (e.g. climate change, green technology, sustainable development, ecosystem services, resource scarcity)
- Sustainable energy for all
- Education research and innovation for development
- Economic growth (e.g. equitable growth, financial sector development, private sector development)

² As defined by the OECD DAC list of official development assistance (ODA) recipients
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>

- Health (e.g. HIV/AIDS, malaria, tuberculosis, neglected tropical diseases, child mortality, maternal health)
- Water and sanitation
- Food and nutrition (including food security)
- Demographic change and migration
- Rural and urban development
- Infrastructure (including civil engineering, information and communication technologies, big data for social and economic development, transportation)
- Humanitarian disasters and emergencies, disaster risk reduction
- Resilient and connected communities
- Governance, society and conflict (e.g. transparency, accountability, effective institutions, land and natural resource rights, poverty alleviation, social development, structural inequalities, violence and security, peace building, civil society)
- Development-relevant data collection, quality and access (including administrative data and macroeconomic statistics).

Please see section 11 for a list of our review panels.

For more on our approach to ODA, please see <http://www.newtonfund.ac.uk/about/what-is-oda/>

In order to show development relevance within the context of their proposed project, applicants are advised to include within their application reference to any local or national consultation, links to government policies, and existing links with government institutions.

Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues.

5. 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 the partner country
- Both Principal Applicants must be Leading Researchers³ or Established Researchers³
- Principal Applicants are limited to one Institutional Links application per call.
- Principal Applicants must be based at one of the following:
 - A not-for-profit higher education institution with the capacity to undertake high-quality research, unless specified otherwise in Annex 1
 - 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 research⁴

³ 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'* http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Career_s_final.pdf.

⁴ Please see the list here https://www.britishcouncil.org/sites/default/files/eligible_uk_research_organisations_v.8.pdf for a list of eligible UK research organisations.

- A Catapult Centre⁵ (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 and that each is led by separate Principal Applicants.
- Principal Applicants can apply for funding for the same activity in subsequent calls provided the project has not already been funded.
- Principal Applicants that have previously received Institutional Links grants can submit further applications for Institutional Links provided the proposed activities are clearly distinct from, or build on, any already funded through the Newton Fund.
- Organisations affiliated to UK higher education institutions (e.g. an overseas campus) may be the Lead Institution in the partner country provided that other eligible higher education institutions or research organisations not directly affiliated with UK higher education institutions in the country are also involved as Associated Partners. However, 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 non-governmental organisations (NGOs))
- For-profit/commercial organisations, including small and medium enterprises (SMEs).

For-profit organisations and not-for-profit organisations (other than not-for-profit higher education institutions or publicly-funded research organisations) are usually **not** eligible to apply as Lead Institutions. **Furthermore, for-profit organisations are not eligible to receive any grant funds except to cover travel-associated costs.**

Please contact us at UK-InstitutionalLinks@britishcouncil.org if you are in doubt about the eligibility of your organisation.

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 Annex 1) will be rejected during these checks. Please see Annex 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 partner countries, please contact the local British Council office.

6. Funding available

The level of grant funding available from the Newton Fund depends on the country: please see Annex 1 for country-specific guidance and funding limits.

A condition for accessing funds from the Newton Institutional Links programme is that match funding is secured from partners in each country. For the July 2016 call, the British Council has secured match funding from most national funding agencies or other partners in each participating country. **However, for Egypt Cultural Heritage and Vietnam match funding must be provided by partner institutions.** Please see Annex 1 for more details for each country.

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

⁵ <https://www.innovateuk.org/-/catapult-centres>

budget if their request does not fit within funding guidelines.

An advance payment of 60% of the Newton Fund grant will be made on signature of the grant agreement, followed by two payments of 20% dependent on approval of reports by the British Council.

In some cases the whole grant will be awarded to the UK Lead Institution, which will then disburse the grant to the Lead Institution in the partner country; in other cases there is a separate grant agreement with each Lead Institution.

Lead Institutions may transfer funding to Associated Partners for activities which support the objectives of the collaboration and the overall Programme⁶. 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 Annex 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:

<https://www.britishcouncil.org/education/science/current-opportunities/newton-institutional-links-july-2016>

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 details the costs that can and cannot be included in your budget request.

6.1 Eligible costs

Institutional Links grants are intended to contribute to the direct costs of establishing and operating your collaboration (i.e. costs directly related to implementing activities contained in the proposal).

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 <u>directly</u> 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 partner country	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.

⁶ Note that for-profit organisations are only eligible to receive funds to cover travel-associated costs.

	Staff costs for permanent staff of lead institutions	Limited to 30% of total human resources costs funded by the grant	<p>This includes on-costs such as superannuation, and national insurance payments.</p> <p>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.</p>
Other research related costs	Essential research equipment for use on the project	Limited to 30% of total grant	<p>If the applicant requests more than 30% of the total budget requested under this category, the project will be considered ineligible.</p> <p>Permission must be obtained from British Council before the purchase of equipment over £5,000 if the application is successful. Criteria are normally:</p> <ol style="list-style-type: none"> 1. Equipment is essential to delivery of the project and cannot be expected to be provided by institutions 2. Equipment will be used in the partner country and will remain there on project completion.
	Consumables		
	Specialist software licences essential to the collaboration		
	Access fees to facilities or library services		
Operational Costs	Travel (economy class) and subsistence costs to the UK and partner countries.	None See country specific guidance	In line with British Council policies and the criteria detailed in Annex 1.
	Visa fees, vaccinations and medical insurance for travel essential to collaboration, to the UK and partner countries		

	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		
Communications costs	Publication costs directly related to the collaboration	None (see country specific guidance)	This includes web page development by external providers, if appropriate We particularly encourage open access publishing
	Use of telecommunications such as video / audio / web conferencing		
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.

6.2 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 etc. These will not be funded without a strong justification. 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 Annex 1.

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

7. Project Duration

The maximum duration of the proposed collaboration is 24 months (less for some participating countries – see Annex 1), typically with an effective start in late Spring 2017. Funding, if approved, begins from signature of 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.

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.

8. 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 the partner country, 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.

9. Diversity

Applicants are encouraged to include participation by people from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation.

Please make costs to cover the inclusion of under-represented groups 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, and for more on the British Council's approach, see our Equality Policy at: https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc

10. Submission process

The submission deadline is **16:00 UK time on 19th September 2016**. Proposals submitted after the deadline will not be considered for funding.

For the **Brazil Zika call** the submission deadline is **16:00 UK time on 12th September 2016**.

For the **Turkey call** the submission deadline is **16.00 UK time on 31st October 2016**. Please see **Annex 1 for Turkey-specific application process**.

Applicants for all calls except Turkey **must** submit a completed online application form https://britishcouncil-cxobw.formstack.com/forms/application_form_il_2016_july 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:

- 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 partner country Principal Applicants' institutions, 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 of further information on Associated Partners, up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience the partner will bring **to the project and the role they will take**. Please include links to partner websites if applicable.

Any other documents uploaded with your application or sent separately will be ignored.

To assist you in developing your application and sharing content with your partners, you can access a Word version of the online form here:

<https://www.britishcouncil.org/education/science/current-opportunities/newton-institutional-links->

[july-2016](#)

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 partner country 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.

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.

11. 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.

12. Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in

these Guidelines, including Annex 1 (Country specific guidance) and the Eligibility Checklist at Annex 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 Annex 3 for assessment form)
- Thorough review in the partner country
- 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), and whether the activity has the potential to have a real impact on economic development and social welfare in the partner country
- Review of development relevance against Official Development Assistance (ODA) definitions established by the OECD and guidance developed by the Newton Fund with advice from the UK Department for International Development, see <http://www.newtonfund.ac.uk/about/what-is-oda/>. All proposals must clearly articulate a plausible pathway to positive impact of the research on the lives of low-income populations and to a contribution to the economic development and social welfare of the partner country within a reasonable timeframe (3-15 years). If the proposal is deemed not to meet this essential criterion, it will be rejected for UK Newton funding however high the quality of the proposed research.
- Final decision making in the partner country based on UK and partner country review and ODA scores, in collaboration with UK Newton Fund 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 Annex 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 Annex 1 for priorities by country.

Only proposals which have clearly articulated relevance to economic development and social welfare (as defined in Section 4) will be considered for funding.

13. 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 Innovation and Skills, 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 infogovernance@britishcouncil.org or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>

14. Contact details

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

Annex 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 annex 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. Brazil Zika call



- **Brazilian co-funders:**
 - Oswaldo Cruz Foundation (*Fiocruz*)
 - Fundação Cearense de Apoio ao Desenvolvimento Científico e Tecnológico (*FUNCAP*)
 - Alagoas Research Foundation (*FAPEAL*)
 - Paraíba Research Foundation (*FAPESQ*)
 - Pernambuco Research Foundation (*FACEPE*)
 - Distrito Federal Research Foundation(*FAPDF*)
- **Duration of grants:** 18-24 months
- **Size of grant:** For applications funded by FAPS: £50, 000 to £100, 000.
For applications from researchers from Fiocruz: £65,000 to £ 100,000
- **Thematic priority areas:**
 - Social Research – Research identifying neglected areas and responses for social impacts arising from the Zika virus and its implications
 - Research targeting specific areas in education and society
 - Zika and related impacts

- **Contractual arrangements:**

The British Council will issue a grant agreement to the UK Lead Institution and manage the UK side of the grant. The Brazilian co-funders will issue a contract with the Brazilian Lead Institution and manage the Brazilian side of the grant.

- **Additional eligibility criteria:**

Higher education and research institutions from the following states are eligible to apply, if affiliated to their respective FAP:

- Paraíba
- Alagoas
- Distrito Federal
- Pernambuco
- Ceará

In the following states, applicants must be researchers from, and currently conducting research activity within, the Fiocruz. **Only active researchers from the Fiocruz are eligible:**

- Amazonas
- Bahia
- Mato Grosso do Sul
- Minas Gerais
- Paraná
- Piauí
- Rio de Janeiro
- Rondônia
- Distrito Federal *
- Pernambuco*
- Ceará*

Applications for funding from the FAPS in the states of Ceará, Pernambuco, Alagoas, Paraíba and Distrito Federal should include a Principal Applicant from one of these 5 states and a co-applicant from another of these 5 aforementioned states. This is an eligibility criterion for funding from the FAPs.

Researchers from higher education and research institutions in the states of Ceará, Pernambuco, Alagoas, Paraíba and Distrito Federal are eligible to apply for funding of up to £100,000.

- Please note that the partnership between any two of these 5 states does not exclude the inclusion of other eligible states in the

proposal.

For all the other states mentioned in this guidance, applicants must be researchers from and currently conducting research activity within the Fiocruz and are eligible to apply for proposals of up to £100,000, according to budget guidance.

The formation of networks in the submission and execution of proposals is encouraged for all states.

Other considerations:

▪ **Scope:**

- Interdisciplinary approaches on applied research with social impact on Zika congenital malformations and neurological changes in new-borns and infants born from mothers who have experienced Zika virus disease during pregnancy
- Design of relevant training programmes and courses for health professionals (MD, nurses, physiotherapists, psychotherapist, community health workers, etc.) supporting victims of Zika virus
- Design and application of methodologies for the training and treatment of patients with Zika virus or its related outcomes
- Improvement of health surveillance protocols associated with Zika virus
- Community-based initiatives focused on the vulnerabilities associated with Zika virus
- Development of joint systematic reviews on Zika virus outcomes
- Production and delivery of digital content for health professionals on Zika related subjects

▪ **Expected results/products:**

- Training programmes and courses
- Methodologies and protocols
- Significant numbers and range of professionals trained
- Publications and digital content
- Offer for professional residence on Zika Virus area of study
- Institutional capacity building
- Research reaching Universal Health System (SUS) patients through applied methodologies, research and knowledge

▪ **Submission Process**

- Applicants should submit one application via the UK system and also a separate application in-country.

For additional information including eligible costs for the Brazilian partner, please see <https://www.britishcouncil.org.br/atividades/educacao/newton-fund>

2. Brazil PELD call



- **Brazilian co-funders:** National Council for Scientific and Technological Development – CNPQ
- **Duration of grants:** 18 - 24 months
- **Size of grant:** £35,000 to £70,000
- **Thematic priority areas:** PELD - British Council/Newton Fund: Climate change adaptation and resilience work with society.

Financial support will be provided to promote scientific and research cooperation on the following themes:

- Loss, fragmentation and degradation of natural environments
- Social impacts of climate change
- Community engagement, capacity and resilience of local communities
- Rural and urban migration
- Metrics for the assessment of social and environmental impacts
- Green sustainable economy and biodiversity
- Food Security
- Expected products
- Community engagement methodologies
- Community and academic networks
- Academic publications and digital content
- Open knowledge Platforms
- Scientific Workshops
- Other innovative methods and social technologies

PELD is a CNPq action that aims to maintain a network of reference research sites in ecosystem areas in Brazil.

The programme seeks the production of scientific knowledge, integrated with society's needs, applying research results to subjects of social interest, such as subsidies for decision-making processes and public policies in environmental management, conservation and sustainable use of biodiversity, environmental education and scientific outreach

- Within the programme, the “PELD-Newton Fund” component will finance proposals from UK researchers in partnership with coordinators of PELD sites. These coordinators must have applied for funding in 2016’s PELD call, see <http://cnpq.br/sitios-peld>.

- **Contractual arrangements:** British Council Newton Fund will contract and pay to UK partner, in-country institutions shall meet their own costs (overall project costs)
- **Additional eligibility criteria:** Researchers applying to the PELD call (CNPQ) must state that they can request resources through the Newton Fund - addressing the BC themes and requirement.
- **Other considerations:**
 - **Scope:** Project objectives should focus on: Design of knowledge, research, methodologies and protocols to build and transference capacities for community work on climate change adaptation and resilience.
 - **Submission Process:** One application per submission on the UK system.

For additional information please see <https://www.britishcouncil.org.br/atividades/educacao/newton-fund>

3. Colombia



- **Colombian co-funder:** Colciencias
- **Duration of grants:** 12 - 18 months
- **Size of grant:** Up to £ 87, 000
 - The total project cost is up to £116,000
 - the grant will cover 75%, up to £87, 000
 - the UK institution may request 50%, £58, 000
 - the Colombian institution may request 25%, £29, 000,
 - the Colombian institution must also provide 25%, £29, 000
- **Thematic priority areas:**

- **Agriculture and Foodstuffs**

- Agricultural bioinputs: Bioproducts with biocidal activity, biochemical products, biofertilisers and growth stimulators
- Agricultural interest native species improved through genetic engineering techniques
- Marker assisted selection for the genetic improvement and characterisation of species of interest to agriculture and livestock
- Biotechnologies for the production of raw materials and the improvement of the quality and properties of food industry products

- **Climate and the Environment**

- Biosensors for environmental monitoring and ecotoxicology
- Contaminated water and soil bioremediation systems based on micro-organisms, plants, and other live organisms
- Bioprocesses for the transformation of organic waste into useful products
- Cell- or enzyme-based biological systems for replacing non-biological environmentally unfriendly industrial methods
- Bioproducts for replacing petroleum-based products.

- **Health**

- New medicines or therapeutic agents based on active ingredients found in Colombian biodiversity for the treatment of infectious diseases, cardiovascular diseases and cancer
- New cosmetic products based on active ingredients found in Colombian diversity

- **Sustainable energy**

- Biological systems for the transformation of biomass (agricultural, forestry or industrial waste) into biofuels and chemical products of interest to industry.

Objective

To support the creation of alliances between research groups in the United Kingdom and Colombia with the purpose of conducting research projects that aim to validate the functionality of, and technically and scientifically demonstrate, new technology concepts based on the sustainable exploitation of biodiversity.

Funding Policy

- COLCIENCIAS shall fund 50% of the participation of the Colombian party, in accordance with Section 6 of the Call's general terms.

Funding Mechanism

- Projects shall be evaluated in the United Kingdom.

o Projects to be funded shall be selected by mutual agreement between British Council and COLCIENCIAS.

Expected outputs

Colombian participants shall submit to COLCIENCIAS two reports: an initial technical and financial progress report within 12 months of the performance of the project, and a final technical and financial report. The final report shall include evidence to support the following aspects:

- o Development of the proof of concept
- o A study of the national and international state of the art and innovation associated with the product
- o Market study
- o Request for protection of intellectual property rights
- o An article published in a high impact scientific journal (please note that an invention shall not be published or used or sold before submitting a patent issuance request).

- **Contractual arrangements:** British Council will contract and pay the UK applicant; Colciencias will contract and pay the approved grant to the Colombian applicant. The remaining grant is to be covered entirely by the Colombian applicant.

- **Additional eligibility criteria:**

- o Colombian applicants must be research groups recognised by COLCIENCIAS (in accordance with the results of COLCIENCIAS Call No. 737 of 2016), affiliated with public and private higher education institutions or non-profit technological research and development centres or institutes.

- o Projects must include a lead researcher from the United Kingdom, and a Colombian lead researcher (ranked as Senior, Associate or Junior Researcher in accordance with the results of COLCIENCIAS Call No. 737 of 2016).

- o The proposal may include other work team members such as associated collaborators (not eligible to apply as lead institutions) who are interested in the technology to be developed, such as:

- University spin-offs legally established in Colombia as of the Call's closing date
 - For-profit companies of all sizes and legally established in Colombia at least two (2) years before the Call's closing date
 - Technology transfer offices

- o Lead institutions in the United Kingdom and Colombia shall have an Administrative Director who shall be responsible for contract management at each institution (Lead Contact for Grant Administration on the application form)

- o Proposed projects shall derive from results of research funded by COLCIENCIAS or other Colombian public entities. Each proposal shall explain how the results of previous research lead to the proposed undertaking.
 - o The supporting letter from the Colombian applicants must certify the availability of matching funds whether in cash or in kind. It is expected that this matching fund contribution will be equivalent to COLCIENCIAS' contribution.
 - o Existing Colombian legislation on access to biological and genetic resources, and/or derived products must be taken into account.
 - o By the deadline for applications, the following documents must be emailed to javalencia@colciencias.gov.co :
 - If a genetic resource access contract applies, the contract must be submitted.
- If it is necessary to apply for a genetic resource and/or derived products access contract, the following documents must also be submitted as applicable
- A copy of the permit for collecting specimens from biological diversity wildlife species granted by the Environment and Sustainable Development Ministry
 - A copy of a document certifying the registration of the collection of micro-organisms (if applicable), in the Colombian single registry of biological collections managed by the Instituto de Investigación de Recursos Biológicos Alexander von Humboldt (Alexander von Humboldt Biological Resource Research Institute)

Note: Attaching these documents does not waive the need to obtain the genetic resource and/or derived products access contract.

If successful, applicants (participants from the United Kingdom and Colombia) must submit an intellectual property and confidentiality agreement executed between the parties. For that purpose, please consult model provided on pages 22 to 28 of "[Guía Propiedad Intelectual](#)" In all cases, the Agreement shall include the creation and appointment of an intellectual property committee, along with the committee's functions, see Clause Eighth on page 28 established on the Colciencias requirements. To consult the English version of the IP agreement model please visit "Acuerdo de Propiedad Intelectual" on <http://www.colciencias.gov.co/convocatorias/colombia-bio/convocatoria-institutional-links-newton-fund>

Other considerations:

- o Up to 80% of the Colombian grant applied for may be allocated to research-related costs.
- COLCIENCIAS will fund 50% of the costs of the Colombian institution. The following items are eligible for funding with COLCIENCIAS resources and may also be covered by the match funding from the Colombian partner institution:
 - Equipment
 - Materials and inputs
 - Bibliography

- Technical services
- Adaptation of infrastructure (up to 10% of the requested amount)
- Software
- Field trips
- Travel (economy class)
- Academic events
- Cost of studies related to technological surveillance, technology related innovation, and markets.
- Scientific personnel (doctoral and master's students, support professionals, and research assistants)
- Cost of requests for protection of intellectual property rights
- Administrative (up to 10% of the requested amount)

For queries on requirements for Colombian applicants, please contact javalencia@colciencias.gov.co

4. Egypt Cultural Heritage

- **Egyptian co-funders:** There will be no national match funding in Egypt. Egyptian Principal Applicants will need to provide matching contributions themselves. These contributions can be in-kind or cash. In-kind contributions can include staff time, use of venues, access to sites, accommodation/subsistence, etc
- **Duration of grants:** 24 months
- **Size of grant:** £50,000 – £300,000
- **Thematic priority areas:** Better protecting this heritage is vitally important for Egypt and the world. Moreover, presenting this heritage in a more appealing way can help attract more visitors from overseas – and go some way to supporting Egypt's tourist industry.

We are inviting applications which focus on:

- Heritage management, including how to present heritage in innovative and appealing ways
- Heritage protection and conservation
- Scientific research and interpretation

- **Contractual arrangements:** British Council Newton Fund pays grant to UK applicant

- **Match Funding**

Egypt applicant provides their own matched funding contribution, either in cash or in kind.

- Applicants must demonstrate match funding equivalent to the amount of funding requested from the Institutional Links

programme, either in terms of cash, or in terms of matched effort. An example of matched effort would be where the partner institution covers the costs of the collaboration in the partner country, and the Institutional Links grant covers the costs of the collaboration in the UK, or where the travel costs of the UK researchers are covered by the Institutional Links grant and the travel costs of an equal number of partner country researchers are covered by the partner institution.

- Matched funding may also be secured by applicants from an alternative source as outlined in section 6 of the main text of these guidelines.
- Letters of support indicating the intention to contribute matched funding must be submitted along with the application form. Clarification on matched funding and examples of matched effort can be sought from the British Council prior to the submission deadline
- Any matched funding arrangements must be in place before the grant agreement with the British Council can be signed.
- **Additional eligibility criteria:** Eligible institutions include universities/research centres; museums and heritage sites; governmental and non-profit cultural heritage organisations.
- **Submission Process:** One application per submission on UK system.

5. Kenya



- **Kenyan co-funders:** National Commission for Science Technology and Innovation (NACOSTI)
- **Duration of grants:** 12 months
- **Size of grant:** £50,000 – £100,000
- **Thematic priority areas:**
 - **Food Security:** including animals and plants, underutilized crops, value chain, water, land management, agricultural and bio-technology.
 - **Sustainable and Renewable Energy,** especially for rural communities. Can also include greener oil and gas.
 - **Health:**
 - Health Systems research (focusing on maternal and child health, cultural issues, translating research into policy and practice; Social Determinants of Health; Universal Health Coverage; Sustainable Financing mechanisms; Equitable access to health; Embracing and adapting new technologies including information systems; Human Resource Management; Governance and accountability; Health Products Supply Management).
 - Mental Health and disabilities (standalone sub-theme), and other non-communicable diseases (NCDs)

- Emerging and –Re-emerging global health issues
- Education (as cross-cutting sub-theme)
- **Advancing Local Industries:** Promotion of SMEs in a relevant field (e.g. utilisation of a local resource or development of locally relevant products, increased viability). Manufacturing in key sectors relevant to development (including automation and production costs). Competitiveness in key sectors relevant to development (including value addition). Agro-processing
- **Environment and Climate Change:** including waste management, water, sustainable urban planning, sustainable construction, ecosystem services, adaptation and mitigation to climate change, carbon footprint analysis and sustainable tourism.
- **Governance and Conflict resolution related to development.** The following cross-cutting themes are to be considered: Capacity building, Research management, writing grants, publications etc, Technical skills, Big data, Basic sciences, STEM education, Education, Innovation & Entrepreneurship skills, Grant management.

- **Contractual arrangements:** British Council Newton Fund pays grant to UK applicant
- **Submission Process:** One application per submission on UK system.

6. Mexico



- **Mexican co-funder:** CONACyT
- **Duration of grants:** 12 months
- **Size of grant per project:** £80,000 (joint funding)
- **Objective:**
 - To support the establishment of UK –Mexico working groups to develop Research, Development and Innovation projects. The scheme will support partnerships between institutions from both countries to develop the Proof of Concept of a joint technology transfer project and to deliver all activities related to stage 3 of NASA's Technology Readiness Scale (TRL3) For more information visit: [NASA's Technology Readiness Levels](https://www.nasa.gov/sites/default/files/trl.png) or www.nasa.gov/sites/default/files/trl.png
- **Eligibility:**
 - Applications must include a **UK Principal Researcher** (as per Section 5 of this guidance) and a **Mexican Principal**

Researcher (Senior Researcher SNI I, II or III or equivalent or candidate to become part of SNI), based at a public or private University; Research Centre or National Research Institute and Public Administration Entities.

- Mexican Principal Applicants must belong to Mexico's RENIECYT to be recipients of a grant from CONACyT.
- The proposal must also include other members of the working group (Associated Partners) including:
 - **A coordinator**; either from the institution of the leading researcher, or from another relevant non-profit organisation in charge of supporting logistic and organization of working sessions. This role is KEY to keep the project going and preferably should be based in a Technology Transfer Office.
 - **A least one company** either in the UK or in Mexico (Associated Partners), which has been registered and trading for a minimum of 12 months and which is interested in implementing the technology to be developed as result of this grant.
 - The UK and Mexican leading institutions must also have **an administrative lead** that will be responsible for the administration of the grant **in each institution** (Lead Contact for Grant Administration).
 - A minimum of 5 (at least two from each country) and maximum of 20 participants (10 from Mexico and 10 from the UK) can be named to be part of the working group.
 - If the number of participants exceeds space on the application form, please upload a pdf with further information on the associated partners. This should include up to 300 words per partner, summarising the particular relevant organisational and individual skills.
 - The proposals must clearly include who will be responsible of each of the roles as highlighted in bold in this - section. Failure to do it will make the proposal ineligible.
- Activities funded through the grant have to take place within 12 months of the first instalment being received.

- **Thematic priority areas:**

- Main priorities

- Water sanitisation and conservation, especially to develop affordable technology to clean the water and have efficient use of water in agriculture, industry and housing
- Food security and regional economic development: Agro-tech, biotechnology and biochemistry in agriculture, cattle breeding and fishery. Developments to predict, prevent and mitigate the impact of climate change and plagues in agriculture, cattle raising and fishery (i.e. adaptable and sustainable agro-technology to tackle climate change impact), apiculture and economic development; conservation, improvement and technological developments from endemic plants; developments to prevent food poverty and malnutrition
- Infrastructure, nanotechnology and materials development for sustainable, energy saving and affordable housing
- Infrastructure and technology for the prediction, prevention and mitigation of natural disasters (i.e. earthquakes, hurricanes, volcanic activity, flooding, fires in agriculture and forests)
- Climate change and environmental security including forest conservation, recycling and reutilisation of composite materials, bio and chemical waste management, low carbon economies and carbon capture
- Smart cities, affordable and efficient mobility systems for the largest cities

- Public security and justice: developments to predict, prevent and mitigate crime (i.e. forensics science, IT crime prevention)

Secondary priorities

- Health focussing on challenges in the Mexican health system, including: IT platforms, medical devices, pharmaceutical, intelligent manufacturing etc. to address, for example, endemic, rare and infectious diseases, diabetes, hypertension, breast cancer, AIDS, child and maternal mortality, etc.
- Clean energies including developments to take advantage of solar, wind, geothermic and ocean energies

- **Expected outputs at the end of the grant:**

We expect that each working group demonstrate the execution of activities related to stage 3 of NASA's Technology Readiness Level Scale which include the following deliverables:

- A technical report with:
 - Proof of concept activities and conclusions (compulsory)
 - Benchmark analysis against other similar technologies (compulsory)
 - Feasibility analysis including protocol updates and final concept validations to continue with TRL4 and beyond (compulsory)
 - Technological roadmap (compulsory)
 - Intellectual Property analysis (compulsory)
 - Value proposal (compulsory)
 - Technology maturity plan (desirable)
 - Mechanism for the technology protection and transfer (desirable)
- A published article at the end of the project in an academic or science communication publication (compulsory)
- A documented business case based on their project (compulsory)

- **Funding policy**

- British Council Mexico will fund according to section 6
- CONACyT's eligible expenses to fund are:
 1. Costs for the implementation of the sessions, provided that they are indicated in the budget, are identifiable and verifiable, are justified and meet the principles of sound financial management, in particular economy and efficiency. These include, for example: food and beverages, rent of rooms, equipment for meetings, among others that are justified and do not involve a luxury or excess.
 2. Payment to pay for exhibitors, speakers, provider coordination and consultants.
 3. Payment for content development resulting from the sessions.
 4. International Travel: covers travel expenses for members of the working group traveling to the country where the

sessions take place. It is expected to at least have a trip to the UK for the Mexican members of the working group and vice versa.

5. Local Travel: covers travel expenses for Mexican and British members of the working group traveling within the country where the meetings take place.

6. Per diems cover accommodation costs, medical insurance (international medical expenses) and local transport.

7. Expenses for publication and communication (website) activities directly related to collaboration (up to an amount of 20,000 pesos).

8. Payment for studies or research reports or market with cost (up to an amount of 40,000 pesos).

9. IP searches and analysis of prior art (patents or other).

10. Interpreters for the papers of the workshop.

11. Costs related to the implementation of TRL3 stage.

- **Funding mechanism**

After the Review Panels have assessed proposals, CONACyT and the British Council will decide upon an equal number of proposals which each partner will try to fund equally with British Council funding the UK partners and CONACyT funding the Mexican partners (50%-50% of the total grant). The eligible expenses for funding will depend on the policies of the funding institution. However, some proposals may be funded in their entirety by **either** CONACyT **or** the British Council depending on the nature of the proposal.

- **Submission**

- The application form must be submitted in English by the UK institution via the British Council online form **AND** in Spanish by the Mexican Institution via CONACyT's Project Management System (SIAP) which can be access via [CONACyT's website](#) where specific documents will be requested and specific evaluation criteria for CONACyT will be explained. Please make sure that the information in both application forms is the same; the UK institution requests the 50% of the grant and the Mexican institution requests the remaining 50%. The budget formats in English and Spanish have the same headlines and strands, hence the budgets should be exactly the same in both applications.
- When drafting your application please describe the activities related to stage 3 of NASA's Technology Readiness Scale (TRL3) in the Institutional Links Proposal section of the British Council online form and include the costs of these activities in the section "2. Other direct research costs" on the Budget Template.

We can provide you with a self-evaluation questionnaire to assess your Technology Readiness Level according to NASA's TRL scale.

For this self-evaluation tool, more details and additional guidelines for participants, please email

MX_InstitutionalLinks@britishcouncil.org.mx

7. Thailand



- **Thai co-funder:** Office of the Higher Education Commission (OHEC)
- **Duration of grants:** 12 months
- **Size of grant:** £100,000
- **Thematic priority areas:**
 - Agriculture and Food
 - Energy
 - Environment and Natural Resources
 - Health

- **Contractual arrangements:** British Council will contract and pay 50% of the approved grant to UK applicants; OHEC will contract and pay 50% of the approved grant to Thai applicants.
- **Additional eligibility criteria:** The applicant must show a strong involvement and implications of their research work to the industry sector.
- **Submission Process:** One application per submission on UK system.

8. Turkey



- **Turkish co-funders:** The Scientific and Technological Research Council of Turkey (TUBITAK)
- **Duration of grants:** 24 months
- **Size of grant:** For the Turkish partner funded by TUBITAK:
 - Social science & humanities projects: 360.000 TL

- Other projects: 720.000 TL

For the UK partner funded by Newton Fund up to £150,000.

- **Thematic priority areas:**

- Information and Communication Technologies (ICT)
- Energy Efficiency Technologies
- Health Technologies
- New Approaches and Methods in Social Sciences and Humanities
- Education: Teacher Education and Learning Outcomes
- Economic development, family studies, urban studies and living together
- Optics, photonics, laser, semiconducting technologies
- Environmental Management and Policy

- **Submission Process** Applicants should fill out the joint application form on **TUBITAK's electronic submission system**. This can be accessed at <http://uidb-pbs.tubitak.gov.tr/>. The joint application form should be uploaded with additional documents (as specified below). Please bear in mind that only the Turkish applicants will be able to enter the system and upload the application form and supporting documents.

- For the UK applicants, the following documents must be uploaded:

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

2. A detailed project budget for UK Applicant (template as for global call, see

<https://www.britishcouncil.org/education/science/current-opportunities/newton-institutional-links-july-2016>)

3. Letters of support from the UK and partner country Principal Applicants' institutions, 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.

4. If the proposal includes Associated Partners (partners other than the institutions of the UK and Turkish Principal Investigators), a pdf file of further information on Associated Partners, up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience the partner will bring to the project and the role they will take. Please include links to partner websites if applicable.

5. Fair Collection Notice (for UK Applicants only – template available)

6. Detailed ODA Explanation (template available)

7. UK Ethical Permissions Declaration (template available)

8. UK Panel Selection Information (template available)

For templates please see <http://www.britishcouncil.org.tr/en/programmes/education/newton-katip-celebi-fund/institution> and

TUBITAK's system

- For the Turkish applicants, additional support documents are specified in TUBITAK's electronic submission system.
- **Contractual arrangements:** The British Council will issue a grant agreement to the UK Lead Institution and manage the UK side of the grant. TÜBİTAK will issue a contract with the Turkish Lead Institution and manage the Turkish side of the grant.
- **Additional eligibility criteria:** All Turkish researchers who apply must be registered on TÜBİTAK ARBİS (Researcher Information system) through the following link: <http://arbis.tubitak.gov.tr>

All researchers should receive Official Legal/ Private Permission Documents or Ethical Issues Documents. Proposals without the required Official Legal/ Private Permission Documents or Ethical Issues Documents will not be funded.

For detailed information, please follow links below:

http://tubitak.gov.tr/sites/default/files/yasal_izin_bilgi_notu_16_05_2016.pdf

http://tubitak.gov.tr/sites/default/files/etik_onay_bilgi_notu_23_07_13.pdf

British Council and TÜBİTAK will assess eligibility against their own criteria: for UK see Annex 2 and for Turkey see TÜBİTAK 1001 Programme rules.

▪ Budget

- For the UK applicant to be funded by the Newton Fund, budgetary rules are given in the guidelines (part 6.1/6.2).
- For the Turkish applicant to be funded by TÜBİTAK:
 - Projects that involve building infrastructure will not be funded.
 - Book support will not be provided
 - Field studies costs more than 10.000TL must be presented with detailed field work plan
 - Budget items must be clearly indicated with proforma invoices

For additional information including eligible costs for the Turkish partner, please see:

<http://www.tubitak.gov.tr/tr/destekler/akademik/ulusal-destek-programlari/icerik-1001-bilimsel-ve-teknolojik-arastirma-projelerini-destekleme-pr>

- **Evaluation:** Proposals will be assessed in a competitive process run collaboratively by British Council and TUBITAK as outlined below:
 - **Stage 1: Evaluation by External Reviewers** : Each application will be assessed by external reviewers – 2 from Turkey and 2 from UK.
 - **Stage 2: BC – TÜBİTAK Joint Panel Meeting** : The joint panel will decide on the proposals to be funded.

- **TUBITAK Contact:**

Abdullah Fehmi YALMAN

Scientific Programs Assistant Expert

International Cooperation Department-Bilateral and Multilateral Relations Division

TÜBİTAK-ULAKBİM

T +90 312 298 94 40

F +90 312 427 74 83

www.tubitak.gov.tr

fehmi.yalman@tubitak.gov.tr

9. Vietnam

- **Vietnamese co-funder:** There will be no national match funding in Vietnam. Vietnamese Principal Applicants will need to provide matching contributions themselves. These contributions can be in-kind or cash. In-kind contributions can include staff time, use of venues, access to sites, accommodation/subsistence, etc
 - **Duration of grants:** 18 - 24 months
 - **Size of grant:** £75,000 - £150,000
 - **Thematic priority areas:**
 - Environment resilience and energy security
 - Future cities
 - Digital, innovation and creativity
-
- **Contractual arrangements:** British Council Newton Fund pays grant to UK applicant. The British Council in Vietnam will contract with Vietnam lead institution to ensure the provision of match funding.
 - **Matched funding**

Vietnam applicant provides their own matched funding contribution, either in cash or in kind.

 - Applicants must demonstrate match funding equivalent to the amount of funding requested from the Institutional Links programme, either in terms of cash, or in terms of matched effort. An example of matched effort would be where the partner institution covers the costs of the collaboration in the partner country, and the Institutional Links grant covers the costs of the collaboration in the UK, or where the travel costs of the UK researchers are covered by the Institutional Links grant and the travel costs of an equal number of partner country researchers are covered by the partner institution.

- Matched funding may also be secured by applicants from an alternative source as outlined in section 6 of the main text of these guidelines.
- Letters of support indicating the intention to contribute matched funding must be submitted along with the application form. Clarification on matched funding and examples of matched effort can be sought from the British Council prior to the submission deadline
- Any matched funding arrangements must be in place before the grant agreement with the British Council can be signed.
- **Additional eligibility criteria:** Proposals can include regional activity in other Newton Fund ASEAN countries if covered by the matched funding (for example where a SEAMEO regional centre is collaborating with a UK institution, there can be activity in more than one Newton Fund country).
- **Submission Process:** One application per submission on UK system. The application will also reviewed by an in - country panel, including representatives from Ministry of Science and Technology, British Council and British Embassy in Vietnam

Annex 2 – Eligibility criteria checklist

The application has been submitted by the applicants by the published deadline.	
The application has been submitted using the correct online application form.	
The application has been submitted by a Principal Applicant in the UK and a Principal Applicant based in one of the partner countries listed in Annex 1.	
<p>Principal Applicants are based at:</p> <ul style="list-style-type: none"> ○ 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 Centre⁷ (in the case of the UK Principal Applicant) ○ An alternative institution as detailed in Annex 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 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, additional information on them has been uploaded.	
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 1 application under this Institutional Links call.	
If either Principal Applicant has previously received a Newton Fund Institutional Links grant then the proposed activity builds significantly upon the existing project.	
Both of the Lead Institutions have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants have confirmed they comply with British Council requirements by responding to pre-submission questions in the online application form	

⁷ <https://www.innovateuk.org/-/catapult-centres>

<p>The total budget is within 10% of the limits given in this guidance, including Annex 1 for the applicable partner country. If the budget is over 10% above the maximum, reject; if it is within 10%, send forward for review. Cut the budget to the maximum allowed if chosen for funding.</p>	
<p>The budget requested under “other research related costs” is 30% or less of the total budget (unless specified otherwise in Annex 1). If this is more than 30%, reject.</p>	
<p>The budget requested for permanent staff costs is 30% or less of the total budget requested for human resources costs.</p>	
<p>If the partner country Lead Institution is affiliated in any way with a UK higher education or research institution, the proposal includes other eligible higher education or research institutions in the partner country.</p>	

Annex 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.

		Range
Section 1 – Relevance to economic development and social welfare		YES/NO
<p>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).</p> <p>Please see section 4 of the Guidelines for further details.</p>		

	Score	Range
Section 2 – Research/innovation quality and background		0-20
<ul style="list-style-type: none"> • 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 partner country institution is clearly described. 	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>	

Section 3 – Proposal		0-20
<ul style="list-style-type: none"> • 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 partner country 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 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>

Section 4 – Sustainability and capacity building		0-20
<ul style="list-style-type: none"> • 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) 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>
TOTAL SCORE FOR QUALITY ASSESSMENT (Section 2 + Section 3 + Section 4)		0-60