

RESEARCHER LINKS

www.britishcouncil.org

NEWTON FUND SOUTHEAST ASIA REGIONAL RESEARCHER LINKS WORKSHOPS

GUIDELINES FOR APPLICANTS

JULY 2017 VERSION 0.8

Call to open: 25 July 2017

Call closes: 19 September 2017

The table below provides an overview of the changes from version 7 of this document:

Page number in previous version	Change	Page number in this version
17 & 18	Additional eligibility criteria added to Indonesia country specific section	17 & 18

1. Background

The Newton Fund aims to build UK-partner country collaborations centred on 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 for Business, Energy and Industrial Strategy, and delivered through 15 UK delivery partners in collaboration with 17 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.

All Researcher Links-funded workshops will have the following three overarching objectives:

- **Support international development-relevant research** – Workshops are intended to support research areas relevant to the economic development and welfare of partner countries.
- **Contribute to capacity building of early career researchers** – The design of the workshops must consider how it will contribute to the personal and professional development of the participants. Workshop co-ordinators are asked during the application process to indicate how they envisage this occurring, including any plans for long-term mentoring of early career researchers (either within each country, or cross-nationally).

- **Establish new research links or significantly develop existing links, with the potential for longer term sustainability** – In the application process Co-ordinators must outline the specific outputs anticipated from the workshop. The aim of the workshops is to stimulate longer term links between the partner countries, as well as to contribute to the personal and professional development of the participants. The assessment of the workshop proposal will consider the mutual benefits to researchers and institutions taking part. They will also be assessed in terms of the potential longer term benefit that might arise, considering who will benefit and how they might benefit and including the actions that will be taken to ensure that potential impact is realised.

Regional Researcher Links workshops extend the benefits of bi-lateral research relationships across a broader region and enable the development of regional networks of expertise, beneficial to all involved. The themes for the workshops will be chosen in line with the priorities of the partner countries involved in the workshops and will aim to share best practise and mutually build capacity in sciences that underlie shared regional challenges.

2. Overview of the Activity

Regional Researcher Links Workshop grants are designed to provide financial support to bring together UK, partner country and regional researchers to form a multilateral cohort of early career researchers to meet the overarching objectives. The programme will be supported by UK government and partner country funding and forms part of the Newton Fund (<http://www.britishcouncil.org/education/science/researcher-links>).

In total, the activity will consist of 6 workshops, with 1 to be hosted in Indonesia, Malaysia, Philippines and Vietnam, and 2 to be held in Thailand. The workshop attendees will be split into three equal quotas for UK researchers, participating country researchers and regional researchers. **The quota reserved for regional researchers can include any of the following countries:**



- Brunei (participants welcome to attend but own costs must be covered)
- Cambodia
- Indonesia
- Laos
- Malaysia
- Myanmar
- Philippines
- Singapore (participants welcome to attend but own costs must be covered)
- Thailand
- Vietnam

Each workshop will be co-ordinated by two Leading Researchers¹, one from the primary partner country and one from the UK, and will focus either on a specific research area or on an interdisciplinary theme (for example 'Sustainable Cities'). Workshop co-ordinators can identify up to four additional Leading or Established Researchers¹ (maximum of one from the UK, one from

¹ For an indication of profiles for the different categories of participants, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers' https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf. Co-ordinators and mentors should be at 'R4 – Leading Researcher' level or 'R3 – Established Researcher' level, and early career participants at 'R2 – Recognised Researcher' level or at the beginning of R3 level.

the primary partner country and two from the wider region) to be involved in the workshop and act as mentors, but the remaining participants must be researchers at an earlier stage in their career. **At least one mentor must be invited from the wider region.**

Each of the 6 workshops will be structured as follows:

Workshop in a participating country (Max 30)	
Workshop participants	
	<p>Quota 1 - Host country researchers Quota 2 - UK researchers Quota 3 - Regional researchers (8-12 participants per quota)</p>
Workshop Leaders (Max 6)	
	<p>Quota 1 - 1 Host country coordinator (mandatory) and 1 mentor (optional) Quota 2 - 1 UK country coordinator (mandatory) and 1 mentor (optional) Quota 3 - 2 Regional mentors (x1 mandatory)</p>

Workshop priority themes are to be agreed across all funding partners.

Not-for-profit higher education institutions or publicly-funded research organisations can participate in Researcher Links workshops. For-profit organisations and not-for-profit organisations can participate but are usually **not** eligible to apply for Workshop grants. **For-profit organisations are not eligible to receive any grant funds.** Please see list of eligible UK research institutions [here](#). Please contact us at UK-Researcherlinks@britishcouncil.org if you are in doubt about the eligibility of your institution.

UK institutions can partner with institutions affiliated to other UK institutions, (e.g. an overseas campus) to deliver workshops provided that the workshops also include other eligible higher education institutions or research organisations in the partner country. Applicants will need to work closely with and include early career researchers from the institutions based in the partner country that are not affiliated to a UK university.

In the July 2017 call the following host countries are inviting proposals for Regional Researcher Links workshops:

- Indonesia
- Malaysia
- Philippines
- Thailand
- Vietnam

3. Relevance to economic development and social welfare

Researcher Links Workshops are intended to support research areas relevant to the development of partner countries.

We define research with development relevance as research (applied or fundamental) that has the potential to contribute to the economic development and social welfare of low- and middle- income countries², benefitting low income and vulnerable populations in these countries. **In order to be considered for funding under this programme, all proposals must clearly articulate a plausible pathway showing how the research may lead to positive impact for these populations within a reasonable timeframe (within 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.

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

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

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

Under this call, the following research and innovation challenge areas will be given priority **(unless specified further in Appendix 1 for individual countries)**. Multidisciplinary proposals are welcome, and may include social sciences and arts and humanities.

4. Eligibility

Leading Researchers may apply to be workshop co-ordinators and must propose a theme for the workshop using the online application form [here](#). The proposal must be a joint application, with one co-ordinator based at a UK institution and one based in the host country. Applications must have the support of the home and partner institutions, confirmed by supporting letters uploaded in the online application **(please note – the online application portal will ask for a letter of support for a third partner, this is not needed for this call and so a blank document must be uploaded in it's place)**.

In this round, only one application may be submitted per Co-ordinator, but there is no limit to the number of applications submitted per institution.

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 host country
- Both Principal Applicants must be Leading Researchers or Established Researchers
- Principal Applicants must be permanent employees of one of the following (this means that Emeritus and Honorary Professors may not apply as lead):
 - ❖ A not-for-profit higher education institution unless specified otherwise in Appendix 1
 - ❖ A UK higher education institution (all UK higher education institutions are eligible)
 - ❖ A not-for-profit research organisation.
 - ❖ A Catapult Centre (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 where contracting requires

² As defined by the OECD DAC list of official development assistance (ODA) recipients.
(<http://www.oecd.org/dac/stats/daclist.htm>).

- Individual departments within a single institution can make multiple applications per call provided that the proposed activities are clearly different
- Principal Applicants may only submit one Researcher Links application per Researcher Links call.
- Principal Applicants that have received Researcher Links grants **in previous years** can submit further applications for Researcher Links provided the proposed activities are clearly distinct from, or build on, any already funded through the Newton Fund. Principal applicants may not apply if they have already received a Researcher Links grant that year.
- Organisations affiliated to higher education institutions in the UK or any other country and based in the host country, (e.g. an overseas campus) may apply as the Lead Institution in the partner country provided that other eligible higher education institutions or research organisations are also involved as Associated Partners in-country.
- Organisations cannot apply as Lead Institutions in Links with their *own* affiliates in other countries.

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

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

Please contact us at UK-ResearcherLinks@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 Appendix 1) will be rejected during these checks. Please see Appendix 2 for a full list of eligibility criteria.

If you are unsure about your organisation's eligibility, for UK see the link at https://www.britishcouncil.org/sites/default/files/eligible_uk_research_organisations. **For partner countries, please contact the local British Council office.**

5. Duration of the workshops

The minimum duration of a workshop is three (3) days and the maximum duration is five (5) days.

6. Timing of the workshops

Workshops must take place between 01 April 2018 and 31 January 2019.

7. Participation in the workshops

Applications to run a workshop will require 2 workshop coordinators, 1 from the host country and the other from the UK. The workshop co-ordinators must identify up to 4 Leading/Established Researchers (see footnote on page 1 for a definition), with a minimum of 1 from the host country, 1 from the UK and 1 from the wider region, to act as mentors, but the remaining participants must be researchers at an earlier stage in their career. The maximum number of participants per workshop is 30 (including co-ordinators, mentors and early career researchers). It is intended that this is split into three equal quotas for the host country, the UK and researchers from across the region although some flexibility may be agreed with the British Council in special cases.

Workshop places must be allocated to early career researchers through an open call once the British Council has notified the applicants that their proposal has been successful. Criteria for the selection of early career researchers will be made available to workshop co-ordinators. However, we would expect early career researchers to have been awarded their PhD not more than 10 years prior to the workshop (or to have equivalent experience), with allowances made for career breaks. If a researcher does not hold a PhD but has research experience equivalent to a PhD

holder and works in a field where a PhD is not a prerequisite for established research activity, they can still be considered eligible. Participants from for-profit organisations cannot be funded.

Role of the workshop co-ordinators: Co-ordinators submit the online application form along with a budget request, determine the workshop theme and shape the content/agenda of the workshop. Workshop co-ordinators – overseen by the relevant British Council country office and in-country partners, if appropriate – will also be responsible for selecting mentors and early career researchers to participate in the workshop if the proposal is successful.

Under this call for proposals, workshop co-ordinators will be responsible for all organisational aspects of the workshop logistics (including travel arrangements for participants and booking of the workshop venue).

In most cases, the grant agreement will be signed by the UK workshop co-ordinator's home institution which will be responsible for the management of the grant (including financial reporting). However, in some countries this is subject to change and the final terms will be communicated to successful applicants.

Role of the Mentors: Established Researchers can give a limited number of keynote lectures but must also act as mentors to the early career researchers during the workshop. Ideally, they would also remain in contact with the early career researchers after the workshop has finished.

8. Language

Workshops will be held in English. It is expected that all participants will have a sufficient standard of English to engage fully in discussion. However, consideration should be given to non-native speakers.

9. Content of the workshop

Workshop co-ordinators are expected to lead on developing the research content of the workshops. However, workshops are intended to be a career development opportunity with a focus on promoting international collaboration, and there are specific guidelines to facilitate this. The following is a brief overview, and more detailed guidance will be provided to successful applicants:

Sessions should be as interactive as possible, and all participants encouraged to share knowledge, experience and ideas. Workshop co-ordinators and mentors should share their expertise.

Suggested sessions:

- Formal keynote lectures by the workshop co-ordinators and mentors. These must take up no more than a half-day in total (ideally spread over the workshop).
- Research sessions where the early career researchers are able to share their current research. This could be in poster format or oral presentations.
- Networking sessions where researchers are able to interact and explore opportunities for collaboration, (e.g. speed-networking sessions)
- Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and partner country – how research is funded, size, strengths, international collaborative activity and links with industry.
- Career development opportunities in the UK and partner country. This could be an informal discussion amongst the researchers or a more structured look at career development.
- How to form international collaborations (intercultural skills, challenges, opportunities, best practice, etc.).
- Optional content within workshops (where appropriate these sessions would be welcome but applications will not be disadvantaged if they do not include them):

- ❖ Depending on the research field or theme of the workshop, co-ordinators may wish to include a session which invites industry or other non-academic partners to talk about cross-sector collaboration.
- ❖ Public engagement activity/visit to a relevant research facility.

10. Recruitment of participants

Following the selection process, successful workshop co-ordinators will be responsible for recruiting participants to the workshops in line with the three quotas outlined in section 2.

Early career researchers recruited to participate in the workshop must have a PhD or equivalent research experience. There must be an open call for participants which must be disseminated through various defined channels³ (so that workshops are advertised as widely as possible). **No more than half** of early career researchers from each country may be recruited from within the institutions of the co-ordinators and mentors.

The selection of early career researchers to participate in the workshop must be fair and transparent. The British Council will provide a template application form for participants which co-ordinators can adapt as appropriate, and British Council in-country teams will be available to offer advice and oversight where necessary.

Equal opportunities and diversity are at the heart of the British Council's cultural relations ambitions. Co-ordinators are encouraged to work towards as equal a gender balance as possible, promote diversity, and ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

11. Funding

Under the Newton Researcher Links programme, a condition for accessing UK funds is that matched funding is secured from partner countries. In most participating countries, this matched funding comes from national agencies. This can be in the form of a financial or in-kind contribution from the country partner institution, to cover the partner country costs included in the grant application (and any further costs). In some cases it will be required that the contribution comes directly from the institution involved, or from another organisation (e.g. a development bank, a charitable foundation, a multilateral organisation), provided that the origin of the funding is not the UK Government. Commitment for financial and/or in-kind contribution to cover these costs should be confirmed where necessary in the supporting letter submitted by the partner country home institution.

Where matching funding is a requirement of the application (see appendix 1), as a minimum there must be a matching of effort. If the workshop is to be held outside the UK, matching funding is required to cover costs incurred in-country. These costs could, for example, include domestic travel, subsistence and event costs for partner country participants, additional costs and admin costs. UK costs (for example, international travel to the partner country and visa costs for UK travellers) would be covered through the Newton Fund.

The level of grant funding available from the Newton Fund may depend on the host country: please see Appendix 1 for country-specific limits.

The grant contribution given to support the organisation of the Researcher Links workshops is calculated using a combination of flat unit rates per person and accountable costs.

³ Examples of dissemination channels:

- Euraxess: www.euraxess.org.uk
- UK Research Staff Association: <http://www.vitae.ac.uk/researchers/205761/UK-Research-StaffAssociation.html>
- British Institute at Ankara website: <http://www.biaa.ac.uk/home/>
- British Academy Africa Desk: <http://www.africadesk.ac.uk/pages/home/>

There are five budget categories: International travel, Domestic travel, Subsistence, Event costs per day and Additional workshop costs.

Please see Appendix 1 for maximum amounts that can be requested in each budget category. Applicants are required to provide a budget request upon submission of their proposal. All budget requests will be assessed for feasibility and appropriateness.

International travel

This is a contribution towards: travel costs to the country of the workshop for international participants, visa costs, travel insurance and local transport to the workshop venue. It is calculated using a unit cost for each workshop participant, at the travel rate stated for the country where the workshop takes place.⁴ International economy class airfares should be booked by the workshop co-ordinators as far in advance as possible to minimise costs.

Workshop co-ordinators and workshop participants must take out adequate insurance. The British Council cannot take responsibility for any issues which occur when the participants are in-country.

Domestic travel

This covers costs of domestic travel to the venue for workshop participants based in the country where the workshop takes place. The domestic travel contribution is calculated using a unit cost for each workshop participant and is specific to the country where the workshop takes place.

Regional travel

This is a contribution towards: travel costs to the country of the workshop for regional participants (see section 2 for eligible countries), visa costs, travel insurance and local transport to the workshop venue. It is calculated using a unit cost for each workshop participant, at the travel rate stated for the country where the workshop takes place.⁵ International economy class airfares should be booked by the workshop co-ordinators as far in advance as possible to minimise costs.

Workshop co-ordinators and workshop participants must take out adequate insurance. The British Council cannot take responsibility for any issues which occur when the participants are in-country.

Subsistence

This covers the costs of accommodation, medical insurance and daily expenses such as phone and local transport. Subsistence is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

Event costs

This covers the costs of venue hire and meals. The event rate grant contribution is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

Contribution to additional workshop costs

Workshop co-ordinators can request a sum to cover:

- additional event costs not already covered, e.g. projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities).
- administrative costs such as communications cost, printing costs and stationery.

⁴Costs of any additional travel during the workshop – for international and domestic participants – may be covered using the subsistence budget.

⁵Costs of any additional travel during the workshop – for international and domestic participants – may be covered using the subsistence budget.

Staff costs and honoraria cannot be covered by the Researcher Links grants.

Payment of the grant

The Newton Fund grant for Researcher Links workshops will be paid in 2 instalments: a 90% pre-financing payment will be paid within 30 days of signature of the Grant Agreement, and 10% post-workshop payment, or a recovery, on approval by the British Council of a final report. If the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged, resulting in a reduction in costs, the final payment may be withheld and if necessary a proportion of the grant recovered.

The Researcher Links Grant Agreement will be signed by and the grant paid to one of the workshop co-ordinators' home institutions, usually the UK. The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The final terms will be communicated to successful applicants.

Funding offered under the Researcher Links programme is intended as a **contribution** towards the costs of the workshops. Workshop co-ordinators are expected to add a contribution in-kind towards the overall cost of the workshop by dedicating their time to the planning and delivery of the workshops.

12. Reporting

Workshop co-ordinators must submit a final report within 30 days after the workshop. The final report template will be sent to successful applicants as part of the grant agreement and will include financial and narrative sections. Further details will also be provided to successful applicants in the detailed workshop guidelines.

Individual workshop participants will be asked to complete an online baseline survey, a baseline follow up survey six months after the workshop and a post workshop feedback questionnaire. Workshop co-ordinators will be asked to send the link to the baseline survey to their participants and also to administer the post-workshop questionnaire.

13. Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. 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-ResearcherLinks@britishcouncil.org for further guidance.

14. Diversity

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief.

Co-ordinators are encouraged to work towards as equal a gender balance as possible and promote diversity, and must ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

Applicants may apply for funding to cover extra costs for such participation. Please email UK-ResearcherLinks@britishcouncil.org with requested costs to cover the inclusion of under-represented groups for consideration, after you have submitted your application and quoting your unique application reference number.

Please contact us at UK-ResearcherLinks@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.

15. Application process

Please read this entire section before submitting your application

Applicants must submit **a completed application form via the British Council online system**. Email submissions will not be accepted. The online form and a word version can be found on the opportunity webpage: www.britishcouncil.org/education/science/current-opportunities/regional-workshops-newton-sea

Word versions are for information only. Your application must be submitted using the online process.

Online application form: <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

To commence your online application you will be required to register as a new user or if you registered in a previous call, simply log into your existing account with your login and password. As a new registrant, please refer to our Step by Step Guide:

www.britishcouncil.org/education/science/current-opportunities/regional-workshops-newton-sea

You will receive a password enabling you to log on to the application system. There are British Council applications forms for several different programmes available.

Please ensure you select Apply for a Researcher Links Workshop Grant. (The system will only allow you to select one application so it is very important to select the correct application at this time. Ensure you select **Trilateral** where prompted.

The online application 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.

The application form will ask you to state two partner countries. For the first partner country please state the country that will host the workshop. When asked to state the second partner country please input any other country from which you would wish to see participants attend. For the associated name, gender and institution please mark N/A.

The application form will ask for the details of three coordinators. In this call there were asking for two coordinators so please mark the third coordinators details as N/A.

In all other cases where a 2nd partner country is referred to this should be taken as referring to regional participants in the workshop.

Applicants must attach and submit with the application form:

- Two signed letters of support for the workshop from the Head of Department (or equivalent). One letter from the UK institution and one from the host country institution. (Letters should be written on headed paper and uploaded in Word or pdf format. If the applicant is a Head of Department, another senior academic should sign the supporting letter). Please note – the application form will ask you to submit supporting documents for a third partner. Please upload a blank document in place of details of a third partner.

Any problems with the online submission system should be reported to the following email address: UK-ResearcherLinks@britishcouncil.org.

Applicants must confirm on the online form that:

- Applicants have obtained **permission to submit the application on behalf of the UK and host country institutions**
- The UK or partner country co-ordinators' institution **is willing to receive the funds and to sign a grant agreement with the British Council.**

***Important:* Once you submit this application you will not be able to edit your application in any way and you will not be permitted to create a second application. Please also be advised that the UK Researcher Links Team do not have permission to make changes to your application.**

Once the online application is submitted, applicants will receive a confirmation email containing the application reference ID number and a pdf copy of the application and supporting documents. This acts as acknowledgement of receipt by the British Council system. This reference number must be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council at UK-ResearcherLinks@britishcouncil.org.

16. Application assessment and notification of results

Applications will be assessed against the eligibility and quality criteria (Appendix 2 and 3). Applicants whose application is rejected at the eligibility stage will have one week to appeal against the decision.

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

17. Selection process

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

Eligible proposals then undergo independent external quality review on the basis of quality, fit to development needs and country priorities and the overarching Researcher Links Workshops objectives.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

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

Workshop co-ordinators must indicate in their online application form which Review Panel their proposal should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant can indicate only one Selection Panel.

In the UK, Workshop proposals will be assessed by two reviewers against the quality criteria in Appendix 3. Each review results in a total score between 0 and 60. The final score will be decided by the Review Panel. Applications scoring less than 30 points will be considered not fundable. However, please note that achieving an average score of 30 or above does not imply that the proposal will be funded.

The final selection decision of the funded workshop to take part in each host country will be made in-country in collaboration with national stakeholders and partner funding organisations. National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme. Please see Appendix 1 for priority areas by country.

As detailed previously in this guideline, only those proposals will be considered for funding that have clearly articulated relevance to the economic development and social welfare of low- and middle-income countries, benefitting poor and vulnerable populations in these countries.

18. Call deadline

The submission deadline is **16:00 UK time on 19 September 2017**. Proposals submitted after the deadline **will not be considered for funding**.

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

19. Data protection

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 at infogovernance@britishcouncil.org or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>.

20. 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 nor any of the applicant's 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.

21. Contractual requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: www.britishcouncil.org/organisation/structure/status).
- The successful applicants will be expected to undertake activities in the UK and in the Newton Fund countries listed in section 2 of the guidelines.
- The British Council is subject to the requirements of the UK Freedom of Information Act, (“FOIA”). Please indicate in your application whether FOIA also applies to your organisation, so that we can reflect this in the Grant Agreement should you be successful in your application.
- The British Council’s contractual approach in respect of the grant (Terms and Conditions of the Grant Agreement) (“Grant Agreement”) is set out here: (www.britishcouncil.org/education/science/current-opportunities/regional-workshops-newton-sea). By submitting a response to this call for applications, you are agreeing to be bound by the terms of these guidelines and the Grant Agreement without further negotiation or amendment.
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to UK-ResearcherLinks@britishcouncil.org in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
- The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

APPENDIX 1: COUNTRY-SPECIFIC GUIDANCE AND GRANT RATES

Please note that the unit costs given below constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less in which case the amount requested cannot be increased at a later stage.

1a. THAILAND (Option 1)	
National co-funder:	Thailand Research Fund
Research priorities:	Environmentally-related issues - Environmental hazards and health related issues; or - Environmental and social issues; or - Environmental problems
Additional eligibility criteria:	
<ul style="list-style-type: none"> - This workshop will fund researchers from Indonesia, Malaysia, Philippines, and Vietnam only (as participants and mentors). Researchers from other countries must cover their own costs - The workshop must include two regional mentors from two different countries out of the four countries mentioned above - The workshop must take place in Thailand - Maximum grant size is £25K 	
International travel:	£1000 for UK researchers
Domestic travel:	£130 for Thai researchers
Regional Travel	£300 for Indonesian, Malaysian, Philippine and Vietnamese researchers
Subsistence costs per person per day:	£48 for UK and ASEAN researchers £ 8 for Thai researchers
Event costs per person per day:	£30
Additional workshop costs:	£2200 (Further details of this cost must be provided to TRF for approval once the workshop is being granted and will need to follow the TRF guidelines for grants funding rates. The amount may change according to the budget available)
1b. THAILAND (Option 2)	
National co-funder:	National Science Technology and Innovation Policy Office
Research priorities:	<ul style="list-style-type: none"> • Food-Water-Energy Nexus • Health and Medicine • Smart Farming • Industry 4.0 and Digital Tech Solutions for SMEs

Additional eligibility criteria:	
<ul style="list-style-type: none"> - The workshop application must demonstrate an ability to provide recommendations for strategic research and innovation agenda solutions to major challenges of concern to ASEAN citizens - The workshop must take place in Thailand - Workshop participants are open to all countries in ASEAN (Brunei and Singapore participants must cover own costs) - Maximum grant size is £32K 	
International travel:	£1000 for UK researchers
Domestic travel:	£150 for Thai researchers
Regional Travel:	£300 for ASEAN researchers (Brunei and Singapore participants must cover own costs)
Subsistence costs per person per day:	£70
Event costs per person per day:	£30
Additional workshop costs:	£2200
2. MALAYSIA	
National co-funder:	Academy of Sciences Malaysia (ASM)
Research priorities:	<p>Theme :</p> <p>Climate Change & Sustainability</p> <p>Focus Areas:</p> <ol style="list-style-type: none"> 1. Health & life sciences 2. Improving environmental resilience and energy security 3. Future Cities 4. Agritech 5. Digital, Innovation & Creativity
Additional eligibility criteria:	
<ul style="list-style-type: none"> - Malaysia applicants must be Malaysia citizens - The workshop must take place in Malaysia - Malaysian campuses of UK institution should apply as the Malaysian applicant and collaborate with a different UK institution - This workshop will fund researchers from Indonesia, Philippines, Thailand and Vietnam only (as participants and mentors). Researchers from other countries must cover their own costs - Maximum grant size is £45K 	
International travel:	£1000 for UK researchers
Domestic travel:	£150 for Malaysian researchers

Regional Travel:	£300 for Indonesian, Philippine, Thai and Vietnamese researchers
Subsistence costs per person per day:	£70
Event costs per person per day:	£30
Additional workshop costs:	£2200
3. PHILIPPINES	
National co-funder:	Commission on Higher Education
Research priorities:	<p>1. Improving environmental resilience: Improving understanding and mitigating the human and economic impacts of natural hazards.</p> <p>2. Agritech: Increasing agricultural productivity and addressing food security issues as production likely to be hindered by the impacts of climate change.</p> <p>3. Digital, innovation and creativity: The use of web technology, data analytics, big data, and creative industries as drivers of innovations that can deliver benefits to social and economic development, and (specific to this regional workshop call) as applied to agricultural productivity/food security and environmental issues.</p>
Additional eligibility criteria:	
<ul style="list-style-type: none"> - The workshop must take place in the Philippines - Only Leading Researchers from Philippine higher education institutions with Centres of Excellence and Centres of Development can apply as workshop coordinators from the Philippines, as per CHED CMO 25 s.2016 - Applicants from the Philippines need to submit an accomplished Continuing Professional Education (CPE) Proposal Template by the deadline to ched.profad@gmail.com. More guidance and support (including templates) can be found at: www.britishcouncil.ph/programmes/newton-fund/regional-workshops - Maximum grant size is £45K 	
International travel:	£1500 for UK researchers
Domestic travel:	£200 for Phillipine researchers
Regional Travel:	£500 for ASEAN researchers (Brunei and Singapore participants must cover own costs)
Subsistence costs per person per day:	£100
Event costs per person per day:	£40
Additional workshop	£2200

costs:	
4. VIETNAM	
National co-funder:	Vietnamese applying institutions are to provide matching fund (in-kind and co-creation contribution will be considered)
Research priorities:	<ol style="list-style-type: none"> 1. Health and life sciences 2. Improving environmental resilience and energy security 3. Future cities 4. Agritech 5. Digital innovation for development
Additional eligibility criteria:	
<ul style="list-style-type: none"> - The workshop must take place in Vietnam - The lead applicant from Vietnam should be a Vietnamese national - Maximum grant size is £45K - Match funding is expected to be agreed through the Vietnamese institution to cover the venue, staff cost for workshop organisation, travel cost and accommodation of Vietnam ECRs. A supporting letter must be provided by the Vietnamese institution agreeing to cover these costs 	
International travel:	£1000 for UK researchers
Domestic travel:	£200 for Vietnamese researchers
Regional Travel:	£300 for ASEAN researchers (Brunei and Singapore participants must cover own costs)
Subsistence costs per person per day:	£100
Event costs per person per day:	£30
Additional workshop costs:	£2200
5. INDONESIA	
National co-funder:	Indonesian Institute of Sciences (LIPI) Department of Life Sciences
Research priorities:	Theme : mainstreaming biodiversity for wellbeing
Additional eligibility criteria:	
<ul style="list-style-type: none"> - The workshop must take place in Indonesia - Indonesian lead applicant must be a researcher at any research agency under LIPI. Participation to the workshop is open to any interested and relevant researchers to the theme - Maximum grant size is £45K <p>Additional criteria/notes for LIPI lead applicants. The following conditions apply for workshop lead upon appointment. We strongly suggest applicants include these points in their</p>	

applications:

1. The workshop should cover all research areas as follows a. Bioenergy b. Food security c. Health d. Bio-based material science e. Science and innovation policy
2. The workshop must engage scientists from research centers under Deputy for Life Sciences, including RC for Biotechnology and RC for Biomaterials LIPI as speakers, participants and workshop organizing committees
3. Scientific Visit Programme must be designed to visit research centers under Deputy for Life Sciences, including RC for Biotechnology and RC for Biomaterials LIPI
4. All scientific presentation should be compiled in a document such as proceedings or other publications

International travel:	£1100 for UK researchers
Domestic travel:	£350 for Indonesian researchers
Regional travel:	£350 for ASEAN researchers (Brunei and Singapore participants must cover own costs)
Subsistence costs per person per day:	£110
Event costs per person per day:	£50
Additional workshop costs:	£2200

Calculating your budget request

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs for each country where the workshop takes place, as indicated in Appendix 1.

International travel unit rates and visa costs should be multiplied by the number of international participants.

Domestic travel unit rates should be multiplied by the number of domestic participants.

Subsistence should be multiplied by the combined number of International and domestic participants and by the number of days the workshop lasts.

Additional workshop costs must be a maximum of £2200.

EXAMPLE: The budget for a workshop lasting 4 days and taking place in a partner country attended by 10 UK-based researchers, 10 researchers based in the partner country and 10 regional researcher would be calculated as follows:

10 X (international travel rate)
+ 10 X (domestic travel rate)
+ 10 X (regional travel rate)
+ 30 X (subsistence costs) X 4 days (duration of the workshop)
+ 30 X (event rate) X 4 days (duration of the workshop)
+ (additional workshop costs)
= total to be within maximum contribution that can be requested.

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
The application has been submitted by the applicant by the published deadline	
The applicants have uploaded letters of support from each of the co-ordinators' home institutions	
The application form is completed in full and complies with instructions given	
The application form has been completed in English	
Only one application per co-ordinator has been submitted in this round (please note that there is no limit on the number of applications submitted per institution)	
The workshop will take place between 01 April 2018 and 31 January 2019	
The institutions where the workshop co-ordinators are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities)	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct. Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions in the online application form	
The workshop participants are in line with the quotas as described in this document.	

APPENDIX 3: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK, and the final funding decisions will be made in discussion with British Council country office and in-country partners, if applicable. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of the partner country will be considered for funding.

Section 1: Relevance to economic development and social welfare	Score	Range
<p>The proposal clearly articulates a plausible pathway along which the research may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of people on a low income within a reasonable timeframe (10–15 years).</p> <p>Please see guidance for applicants for further details.</p>		YES/NO

Section 2: Research quality and relevance	Score	Range
		0–20
<ul style="list-style-type: none"> The academic importance and timeliness of the research topic is clearly demonstrated. The workshop co-ordinators have sufficient relevant experience to lead the proposed workshops and achieve the stated objectives. The collaborating institutions are of appropriate academic standing. 		<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: Workshop proposal	Score	Range
<ul style="list-style-type: none"> The description of the workshop includes clear, feasible and realistic objectives and outputs. There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links. The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described. There is strong evidence of support from both the home and host institutions. The workshop is justified as a standalone activity, or as part of a larger programme. The agenda of the workshop is will structured with interactive sessions. 		0–20
	<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	Score	Range
<ul style="list-style-type: none"> The potential in terms of professional development and capacity building for early career researchers taking part in the workshop, and for other potential beneficiaries, is clearly described. The proposal includes a clear and feasible description of how the workshop co-ordinators' institutions intend to sustain their collaboration over the longer term. 		0–20
	<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)	Score	Range
		0–60