

# UK-ASEAN Partnerships and Exchanges Baseline Research Grant

## Call for proposals

### About the grant

The British Council is pleased to announce its call for the **UK-ASEAN Partnerships and Exchanges Baseline Research Grant**.

The Grant aims to fund research study that will assess the quality and quantity of existing partnerships and exchanges in tertiary education sector (higher and further education, skills, science and research) between UK and ASEAN + 3 countries and territories<sup>1</sup>.

Through this scheme, we aim to facilitate the production of research in the Official Development Assistance (ODA) context to benefit the international education sector. Resulting articles will be published as part of the British Council Research Papers series online.

The deadline to submit your research proposal is **17.00 GMT on 15 January 2021**. Applications should be returned to: [eahighereducationpartnerships@britishcouncil.org](mailto:eahighereducationpartnerships@britishcouncil.org)

### Purpose of the grant

To facilitate the production of high-quality research in ODA contexts that is relevant to international education and national policymaking.

To facilitate and encourage the establishment and maintenance of active research links between UK and ASEAN higher education institutions.

To improve access of tertiary education policy makers and professionals worldwide to high quality and relevant research from the UK.

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<sup>1</sup> Include ASEAN countries (Brunei, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Philippines, Singapore, Thailand, Vietnam) and +3 countries Japan, Korea and China, along with territories Hong Kong, Taiwan.

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## Eligibility guidelines and application process

### Who may Apply?

Any person resident in the UK with an affiliation to a UK higher educational institution. The award agreement will be with the institution and not with an individual. Note: Although the applicant must be resident in the UK, the research may, in whole or in part, take place outside the UK or by persons not resident in the UK.

Different departments within a single institution can apply provided that the proposed activities are clearly different and that each is led by separate lead applicants (Principal Applicants).

### What proposals are eligible?

1. We are looking for:
  - a) proposals from UK higher educational institutions (Lead Institution). A Principal Applicant will make the application on behalf of the Lead Institution.
  - b) proposals which include engagement of local HEIs in the ASEAN countries<sup>2</sup>.
  - c) proposals which will engage ASEAN affiliated education body or regional or international education organisation or consortium.
  - d) collaborative proposals (proposals from academic faculty from more than one university and/or proposals from a university and a third sector organisation).
2. The proposal must clearly demonstrate:
  - a) methodology and approach in designing and carrying out the baseline research
  - b) how data gathered will be used to craft recommendations on UK-ASEAN partnerships initiatives including trilateral partnerships and exchanges between UK and +3 countries (China, Japan and Korea) which are expected to deliver societal and/or economic development outcomes in an ODA<sup>3</sup> country in ASEAN.
  - c) plan how to engage relevant UK and ASEAN stakeholders and potential participants/users/beneficiaries of the research in order to maximise the potential of this research project to have positive impact beyond the duration of the Grant
  - d) how the research and dissemination activities can be carried from **5 February 2021 to 6 August 2022**.
3. Proposal should be able to outline how the research and its outputs respond to the purpose of the Grant including how it will contribute to understanding international education in ODA contexts.

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<sup>2</sup> ASEAN Countries are Brunei, Cambodia, Indonesia, Laos, Myanmar, Malaysia, Philippines, Singapore, Thailand, Vietnam

<sup>3</sup> ODA eligible countries are defined as per the OECD Development Assistance Committee (DAC). See for list of ODA eligible nations: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf>.

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## Amount of Grant

The grant amounting to £250,000 is available for a UK HEI to carry out this research<sup>4</sup>.

This is a **one-time grant to be awarded to a single UK institution**.

Funding will be agreed for a maximum initial period of eighteen (18) months. The expected research output/ final report must be in English.

Full value of the award will be paid upon completion of relevant checks and the signing of the contract.

In the event of any underspend of the Grant, this may be used for further activities under the Project subject to the British Council's prior approval and in accordance with the Standard Terms of Grant Agreement (Annex 3), in particular clause 5 of Schedule 3 (Change Control).

Annex 4 provides the concept note for the UK-ASEAN Partnerships and Exchanges Baseline Research.

## Ineligibility

- The research must not have already taken place or be underway.
- This Grant is not intended to fund the field work of Ph.D. candidates or similar.
- The proposal must make clear what expenditure items the award will fund (details are to be indicated in the Budget Form). The scheme will not fund items of equipment which institutions would normally be expected to possess (for example computing equipment including laptops). Nor will it fund conference or seminar attendance to disseminate findings unless specifically invited to do so by the British Council.

## How to apply

To apply applicants must complete the following documents and send to [eahighereducationpartnerships@britishcouncil.org](mailto:eahighereducationpartnerships@britishcouncil.org) by **17.00 GMT on 15 January 2021**.

1. Annex 1: Grant Application Form
2. Annex 2: Budget Form

Applicants are responsible for ensuring they complete the form fully and correctly.

## Selection Process

You will have your response evaluated as set out below:

Stage 1: A check will be made to ensure all required documents have been provided according to the specifications. Incomplete or incorrect submissions will be disqualified and not evaluated further.

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<sup>4</sup> We define research as original investigation undertaken in order to gain knowledge and understanding.

Stage 2: The proposal will then be evaluated in accordance with the criteria and weightings set out below. If excluded at this point, they will not be evaluated further.

A British Council panel will evaluate the proposals against the following criteria:

- Research focus, methodology and approach (50%)
- Knowledge of the sector, professional experience, qualifications and competencies (30%)
- Value for money (20%)

All decisions of the panel will be final and binding. No correspondence will be entered into with the unsuccessful participants.

We reserve the right to contact applicants to request or negotiate an amendment to any aspect of the proposal, including for example budget items or project timeline, to best meet the objectives of the scheme.

## Timeframe of the Grant

Activity	Dates
Issuance of Call for Application	20 November 2020
Clarification questions	23-27 November 2020
Proposal submission deadline	15 January 2021
Evaluation process	18-22 January 2021
Communicating decision on the award	25 January 2021
Contract finalisation and signing	26-29 January 2021
Contract execution, due diligence, and grant payment	1-5 February 2021

- Follow up/clarification questions can be submitted to [eahighereducationpartnerships@britishcouncil.org](mailto:eahighereducationpartnerships@britishcouncil.org)
- Any entry received after the closing date will not be considered.
- The British Council accepts no responsibility whatsoever for any technical failure or malfunction or any other problem with any system, server, provider or otherwise that may result in any entry being lost, delayed or not properly registered.
- The British Council will inform applicants as to whether the proposal is successful or not. The British Council is not obliged to enter into further discussions or offer advice on proposals. The decision of the British Council regarding the Grant is final.
- The British Council accepts no responsibility for failure to notify successful applicants where such failure results from the provision of inaccurate contact details by the applicants or from the acts or omissions of any third party (including, without limitation, any internet or postal service provider) and shall have no liability to any applicant if it is

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prevented from or delayed in delivering any aspect of the opportunity by acts, events, omissions or accidents beyond its reasonable control.

## Reporting requirements

- A reporting schedule must be included in your proposal. This should cover the following and include an indication of the proposed length of any written outputs:
- **Progress Report** - to be submitted to the British Council by **30 June 2021**.
- **Interim Report** – report on preliminary or initial finding is to be submitted to the British Council by **30 October 2021**.
- **Final Report** - to be submitted to the British Council at the end of your project. This would normally include rationale, methodology, findings, discussion and implications, and references.
- **Detailed Financial Report** - to be submitted to the British Council at the end of your project. Please note that in the event of underspend any re-allocation of funds under the Project must be formalised before the expiration of the Grant Agreement in accordance with the Change Control Clause (see Annex 3: Standard Terms of the Grant Agreement).

## Project duration

The research must be undertaken from **5 February 2021** to **6 August 2022**. Funding will be transferred to the successful Lead Institution once the grant agreement is counter-signed by the British Council.

Formal project start dates will be set in 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.

## Conditions of the award

- The successful institutions will own the intellectual property rights of the research output, including a final report of an agreed length, and will licence these rights to the British Council to use and disseminate the research output / final report at its own discretion with no limitation on time or territory.
- The Lead Institution, partner local HEI(s), Principal Applicant and researchers must explicitly acknowledge the support of the British Council in any written or spoken dissemination of the research process and all outputs arising from it.
- Successful institutions must satisfy the British Council that the expenditure has been incurred in accordance with the original proposal by providing a detailed expenditure report.
- Institutions must agree to the terms and conditions of the scheme, which will be outlined in detail into the contract for successful applicants.
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Standard Terms of the Grant Agreement is not final and will still be finalised with the winning institution.

## Benefits of the award to the successful institution

- Financial support which enables the research to take place.
- Publication and dissemination of the research by the British Council (subject that the research is of appropriate quality) as an example of quality research from the UK with full acknowledgement of the researchers and their affiliated institutions.
- The right to refer to the research as funded by the British Council
- Support with access to appropriate government partners and higher education institutions overseas as agreed on a case-by-case basis.
- Opportunity to present a webinar through our website or online communities.
- Promotion of the report through British Council internal and external networks

## 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.

We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Where proposals involve any contact with children, each organisation and individual will need to adhere to the relevant national requirements to ensure they have been fully vetted to work with under-18s. Please also refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (<http://www.rcuk.ac.uk/Publications/researchers/grc/>), the Inter Academy 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 for further guidance.

## Equality, diversity and inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. For the British Council's approach, see our Equality Policy at: [https://www.britishcouncil.org/sites/default/files/equality\\_policy\\_1.doc](https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc)

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## 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 or shareholders are 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.

## Personal data

The British Council will collect and store the names and email addresses of all applicants and the additional details of applicants as anticipated by the 'How to Apply' and 'Selection Process' sections above.

The British Council will use this personal data for the following purposes:

- managing the relationship between the applicants and the British Council;
- communicating with applicants to answer their queries about the opportunity;
- communicating with successful applicants
- administering and delivering the research grant

Where an applicant has consented to the British Council doing so, the British Council may contact the applicant using the personal data collected to provide information about the goods, services, courses or promotions that the British Council offers.

By participating in the opportunity, applicants consent to their personal data being processed by the British Council in accordance with, and for the purposes set out in, this section of these terms and conditions. The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator.