NEWTON FUND – Research Environment Links Vietnam
– GUIDELINES FOR APPLICANTS 2017 –

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.

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 focus of the Newton Professional Development and Engagement (PDE) is the identification of specific needs and addressing issues in the development of research and innovation landscapes in each of the Newton countries. This will allow applying institutions to illustrate both the need and the proposed actions/solutions, in order to strengthen the research environment.

The Research Environment LINKS (REL) call in Vietnam aims to support international collaboration; training programmes; the exchange of knowledge and best practice and the development and implementation of pilot activities in the areas relevant to the Newton capacity building strands listed above. The partnerships are led by institutions in Vietnam in conjunction with an expert counterpart organisation in the UK (e.g. counterpart organisations in the same field, universities, colleges, or relevant organisations).

1.1 Overview of the Newton Capacity Building Strands:

Professional Development and Engagement Programme

The Professional Development and Engagement Programme supports the research environment and enables optimal impact from research, shaped by the demands and development priorities of the partner country. The programme is designed to:

- Support skills development in researchers, research managers, and support staff, to give them the knowledge and skills they need to better access funding, communicate their research, translate their research into benefit and work strategically and internationally.
- Support dialogue and knowledge exchange on research governance and strategic research policy development to ensure that the research environment in partner countries is more conducive to achieving maximum impact from high quality research.
• Build opportunities for researchers to engage with the wider community and with policy-makers so they are able to be more responsive to the needs of poorest communities and policy decisions are informed by up to date research evidence. This is intended to amplify researchers’ ability to conduct high-impact research in areas most relevant to development.

Under this call, we are inviting proposals for REL between the UK and Vietnam. Please note that subsequent calls for proposals may involve different partner countries.

2. Overview of the funding opportunity

REL grants are designed to provide financial support for capacity building activities proposed by applicant institutions in Vietnam working with partner organisations in the UK. The proposed activities are designed by the Lead Applicant in Vietnam with the support of a UK partner organisation.

The REL call is designed to be flexible and responsive to in-country needs, allowing applicants to establish collaboration on areas linked to country priorities and development needs, and to then bring in relevant UK expertise. The collaboration within the Partnerships can also be extended to associate partners including other eligible institutions or for-profit organisations. (a full list of eligible applicant organisations are listed in section 5)

REL can be funded in any discipline and there are no limits in terms of the type of activities that can be delivered, as long as these respond to country needs (Please see Annex 1) and are in areas relevant to the Newton Professional Development and Engagement programme; contribute to development objectives through structural and institutional change; focus on capacity building in areas of immediate relevance to researchers and their environment; have solid mechanisms for monitoring and evaluation and defined plans for sustainability.

Newton Fund Grants REL activities in Vietnam can range from £50,000 to £140,000 for up to 12 months. The grant will co-fund (up to 50% of the costs) the activities and the remaining 50% of funding will come from the Vietnam applicant institutions or another source (e.g. a similar partner country grant, or a corporate partner but not a publicly-funded UK institution). The funding arrangements for the current call are detailed in Annex1.

For best fit to context and development needs, priority areas and specific innovation challenges; additional application requirements have been set at country level through discussion with national stakeholders. Please refer to Annex 1 for Vietnam-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 programmes:

All REL will have the following three overarching objectives:

• Contribute to capacity building in partner countries – The proposal must include a description of how the capacity building activity will both contribute to structural change in a particular institution and could be relevant at a local/regional/national level. Lead applicants should indicate how they envisage
this occurring, including a sustainability plan. For example, when the activities focus on the delivery of training, structured mentoring and cascading activities should always be included in the activity plan.

- **Support international development objectives** – The capacity building activities are intended to support areas relevant to the economic development and welfare of partner countries.

- **Establish new links or significantly develop existing links in the areas relevant to the Newton Capacity Building work** – REL should always aim to stimulate longer term links between the UK and partner countries, as well as supporting the research and innovation ecosystem in the partner country.

REL can focus on the following activities:

- Designing and delivery of training programmes for researchers, research administrators, policy makers, researchers at R&D companies, research IP managers. Training can be varied from international research collaboration, writing papers for international academic journal, research IP and pattern management to research commercialisation, setting up spin off company, building long term industry-research institution links. The design should be based on a market research or need assessment in Vietnam.
- Monitoring and Evaluation should be taken into account in project designing
- Design and implementation of pilot initiatives seeking innovative solutions relevant to the Newton capacity building strands’ objectives.
- The design and implementation of activities enabling the sharing of knowledge and good practice in the areas relevant to the Newton capacity building programmes.

Applicants should include an explanation of the mutual benefits to the UK and Vietnam. They should also explore any potential longer term benefits that may arise. We would encourage applicants to use this opportunity also to engage with the commercial or not-for-profit sectors.

When designing your proposal, you should ensure that monitoring and evaluation mechanisms are embedded in the activities from the outset, and plans for sustainability include concrete measures and an indication of the resources that will support these.¹

All REL 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.

¹ Examples of specific indicators include: Number of people trained | Sustainability plan in place | Cascading of training planned or delivered | Wider populations reached outside of the applicant institution | evidence of engagement with regional and/or national bodies | Proposal of how links can be sustained beyond the funding period.
Financial reporting on grant expenditure will be required, and a reporting template will be provided for this purpose.

Please refer to Section 5 and Annex 1 for further details of funding available.

4. Relevance to economic development and social welfare

For the purpose of this Newton REL call, capacity building activities with development relevance are defined as activities that have the potential to contribute to the economic development and social welfare of Newton Fund low- and middle-income in Vietnam\(^2\), 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.

Applicants should therefore consider, within their proposals, how the proposed capacity building activities will address issues related to poverty and development issues effectively and efficiently, working in areas of demonstrable relevance to local challenges and using the strengths of the UK to address them.

In some disciplines, development relevance can be longer-term and less direct than in other areas and impact may be harder to measure. However, in all cases, it remains the responsibility of the applicant to articulate how the activity proposed will aim to meet these criteria and has the potential for lasting impact. Applicants should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

Applicants should consult Annex 1 for priority focus areas.

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 in the country of the Lead Applicant. *

5. Eligibility

Proposals must fulfil the following criteria in order to be eligible for funding under this Programme:

- Each proposal must have one Lead Applicant from Vietnam and one partner from the UK.
- Lead Applicants are limited to one REL application per call.
- Lead Applicants in Vietnam must be based at one of the following Institutions:

\(^2\) 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
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- A not-for-profit higher education institution with the capacity to undertake high-quality research, unless specified otherwise in Annex 1.
- Institutions with courses relevant to the technical skills required for supporting research-intensive areas.
- A not-for-profit research organisation with the capacity to undertake high-quality research.
- Regional/Local Authorities that utilise research outputs to inform strategies for managing public services.

- The Lead Applicant’s institution (the ‘Lead Institution’) must have the capacity to administer the grant. There might be additional national criteria to support this (Please see Annex 1).
- Individual departments within a single institution can make multiple applications per call provided that the proposed activities and aims are clearly different and that each is led by separate Lead Applicants and matching funds are from different sources.

Lead Applicants can include in their proposals Associated Partners affiliated with:

- Research or higher education institutions.
- Technology transfer offices.
- Other Education Organisations/Charities/Foundations.
- Not-for-profit organisations (including non-governmental organisations (NGOs)).
- For-profit/commercial organisations, including small and medium enterprises (SMEs).

For-profit organisations are 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 send an enquiry to Ms Nguyen Thu Giang, Higher Education Manager at giang.nguyen@britishcouncil.org.vn if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications on receipt. Those which are not led by an eligible institution (please refer to Annex 1 for list of eligible institutions) will be rejected during these checks. Please see Annex 2 for a full list of eligibility criteria.

5. Funding available

A condition for accessing funds from the Newton REL programme is that match funding is secured from the Lead Applicant in each country. This contribution should come directly from the Lead applicant institution or another source (e.g. a grant secured in partner country, or a corporate partner, but not a publicly-funded UK Institution). This co-funding can include non-financial contributions, and a percentage of the salary costs or permanent or existing staff at the Lead Applicant institutions and other Affiliate institutions benefiting from the grant. Newton Fund funding will cover up to 50% of the costs. Any country specific guidance related to matched funding or in-kind contributions will be added to Annex 1.

Funds will be disbursed directly to the Lead Institution(s) (i.e. the Lead Applicants’ institutions) in Vietnam.
according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines or if this is considered not appropriate by the application reviewers. The Lead Institution may transfer funding to Associated Partners for activities which support the objectives of the collaboration and the overall Programme.

An advance payment of 60% of the Newton Fund grant will be made on signature of the grant agreement, followed by another 20% released against approval of an interim report and a final 20% dependent on approval of a final report to the British Council.

REL grants are intended to contribute to the direct costs of establishing and operating your collaboration and implementing the jointly planned capacity building activities (i.e. costs directly related to implementing activities contained in the proposal). The following section details the costs that can and cannot be included in your budget request.

Please note, 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/research-environment-links-grants

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.

Partnerships for Research Environment grants can cover:

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Percentage Limits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resource costs</td>
<td>Staff costs for personnel working directly on the grant-funded project</td>
<td>None</td>
<td>This includes on-costs such as superannuation and national insurance payments</td>
</tr>
<tr>
<td>Service Fees for UK expertise</td>
<td>Only where these are strictly essential, appropriate and relevant to the design and implementation of the capacity building activities.</td>
<td>Limited to 20% of grant awarded</td>
<td>If the applicant requests more than 20% of the total budget requested under this category, the project will be considered ineligible.</td>
</tr>
</tbody>
</table>

1 Note: for-profit organisations are only eligible to receive funds to cover travel-associated costs.
<table>
<thead>
<tr>
<th><strong>Operational Costs</strong></th>
<th>Travel (economy class) and subsistence costs</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Visa fees, vaccinations and medical insurance for travel essential to collaboration</td>
<td>(See country specific guidance)</td>
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<tr>
<td></td>
<td>Costs of meetings, training events, seminars and conferences integral to the collaboration</td>
<td>Only covers travel to the partner country or the UK</td>
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<tr>
<td></td>
<td>Consumables</td>
<td>This can include short-term room hire, hire of audio-visual equipment (projectors, etc.) and stationery supplies (flip charts, etc.), refreshments.</td>
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<tr>
<td></td>
<td>Specialist software licences essential to the collaboration</td>
<td>Permission must be obtained from British Council before the purchase of equipment over £1,000. Criteria are normally:</td>
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<tr>
<td></td>
<td></td>
<td>1. Equipment is essential to delivery of the project and cannot be expected to be provided by institutions</td>
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<td></td>
<td></td>
<td>Equipment will be used in the partner country and will remain there on project completion.</td>
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<tr>
<td><strong>Communication costs</strong></td>
<td>Access fees to facilities or library services</td>
<td>None</td>
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<td></td>
<td></td>
<td>(see country specific guidance)</td>
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<tr>
<td></td>
<td>Use of telecommunications such as video / audio / web conferencing</td>
<td>This includes web page development by external providers, if appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>We encourage open access publishing.</td>
</tr>
</tbody>
</table>
The British Council is committed to equal opportunities and diversity and will consider, on a case by case basis, requests for support for any additional travel and participation requirements in the applications, as long as sufficient justification is provided.

REL grants cannot cover:

- Direct staff costs for partners based in commercial organisations.
- Tuition Fees
- Bench Fees
- 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.
- Patent 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.
- Purchase or rental of standard office equipment (except specialist equipment essential to the activity). This includes:
  - IT hardware – laptops, personal computers, iPads, tablets, etc.
  - Office software
  - Desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone rental or purchase
- Entertainment costs such as:
  - gifts
  - alcohol
  - Restaurant bills or hospitality costs for personnel not directly participating in the project.
  - Excessive restaurant costs.
- Other indirect costs not listed in the above table or detailed in Annex 1.

Please contact the UK_REL@britishcouncil.org email inbox if you are in doubt which costs the Partnerships for Research Environment can and cannot cover.

The maximum duration of the proposed collaboration is 12 months. Funding, if approved, begins from signature of the Grant Agreement by the British Council. The 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. The grant agreement will be signed with the Lead Applicant in Vietnam, who is then wholly responsible for the financial and logistical administration of the project (including the organization of visits to / from the UK, and the disbursement of any funds required for participating UK institutions).

Grant agreements will include a requirement to fulfill a detailed monitoring and evaluation process with the British Council where all non-financial contributions would have to be supported by the relevant documentation. This framework will be the mechanism by which the quality control of the project implementation is achieved.

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 implementation of the capacity building activities. 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 activities and 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.

6. Ethics and Child Protection

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.

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. Further information on the British Council Child Protection Policy is available here: https://www.britishcouncil.org/organisation/transparency/policies/child-protection.

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 for further guidance.

7. Equality, Diversity and Inclusion

Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the ‘human resources’ section of the budget request within your application.
8. Submission process

The deadline for the submission of applications is the 16:00 UK time on Friday 21 July 2017.

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. The applications must clearly identify how the proposed activities will contribute to achieving/enhancing the overall objectives of the project.

Applications must include:

- Lead Applicant’s CVs
- UK Partner organisations’ CVs
- An indication of the budget request
- Information on how the proposed capacity building activities will support the economic and social welfare of the most vulnerable populations in the Newton partner countries where the Lead Applicant institution is based
- A detailed activity plan of activities, including timeline, milestones and division of roles and responsibilities
- A detailed plan for monitoring and evaluation
- A detailed plan for dissemination of the results and sustainability of the projects. This should include a description of the means and resources that will be used to sustain the activities beyond the duration of the grant
- A detailed project budget (template available on the British Council call webpage)

In addition to filling in the online, applicants are required to upload:

- Letters of support from the Lead Applicant’s institution and UK partner organisation, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project and a description of in-kind support to be given. Please note that supporting letters must be signed by someone other than the Lead Applicant coordinator.
- Letter of support from the Lead Applicant’s institution, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, expressing commitment to provide the match funding to support the implementation of the project and willingness to receive funding and to sign a grant agreement with the British Council.
- If the proposal includes Associated Partners, further information is required on Associated Partners (up to 300 words per partner, summarising the organisational and individual skills, knowledge and experience each partner will bring to the project and the role they will take).
To assist you in developing your application and sharing content with your partners, you can access a Word version of the expression of interest and application online forms here: https://www.britishcouncil.org/education/science/current-opportunities/research-environment-links-grants

This is solely to allow you to develop your responses in a convenient format. The final version of your expression of interest and application must be submitted using the online form.

If you experience problems with the online submission system, please contact UK-REL@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 applications 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 Lead Institution in-country and the UK institution(s). This must be confirmed by attaching Letters of Support from the respective institutions signed by the Head of institution or person with appropriate delegated authority.
- Confirmed the Lead Applicant’s Institution 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. Any alternative arrangements will be made clear in the call information.
- 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-REL@britishcouncil.org.

9. 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.
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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.

10. Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Annex 1 and the Eligibility Checklist at Annex 2. Only applications that meet the country priorities and requirements will be considered eligible. Applicants that pass this first selection stage are then invited to submit a full application.

Full applications undergo a quality review, considering development needs, country priorities, sustainability and capacity building potential. The quality review will involve the following steps:

- Assessment and scoring for each application will be carried out by two external reviewers: one reviewer in the UK and one reviewer in Vietnam (see Annex 1 for national priorities and Annex 3 for assessment form)
- An average score will be calculated from the UK and partner country reviewers’ scores. This average score will constitute the recommended final score to be discussed during the UK/partner country panel meeting.
- During the Panel meeting the applications will be ranked by score and a final funding decision will be made. Only applications relevant to the Official Development Assistance (ODA) objectives and definitions established by the OECD and guidance developed by the Newton Fund with advice from the UK Department for International Development, will be considered for funding. All proposals must clearly articulate a plausible pathway to positive impact on the lives of low-income populations and 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 Newton funding regardless of the quality of the proposed activities.

Proposals are quality assessed against the criteria at Annex 3, resulting in a final score between 0 and 60. Those receiving a final average score from the reviewers 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.

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

11. Data protection

As part of the online application form, the British Council will ask applicants’ permission to:

- Use the information provided in the application for processing the application, making any consequential award, for the award payment, monitoring, maintenance and review of the award. Information will be shared with national Programme partners for the purpose of selection and monitoring of the award.
- Make information on the successful applications available to the public on their website and other

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4 see http://www.newtonfund.ac.uk/about/what-is-oda/
publicity, and in reports and documents.

- Contact applicants in the future to inform them about future British Council opportunities.

Under UK Data Protection laws applicants have the right to ask for a copy of the information we hold on them, for which we may charge a fee, and the right to ask us to correct any inaccuracies in that information. More information on this is available on the British Council data protection webpage: http://www.britishcouncil.org/home-data-protection.htm. Alternatively, it can be requested from the local British Council office or the Data Protection Team dataprotection@britishcouncil.org.

12. Contact details

All queries or comments about this call should be addressed to the relevant country inbox detailed in Annex 2.
Annex 1 – Country-specific guidance and grant rates

*(Internal guidance in italics)*
*(To be negotiated in country)*

**Country name: Vietnam**

The REL proposal should be built to around the below priority areas

**Thematic priority areas:**
- Health and life sciences
- Environmental resilience and energy security
- Future cities
- Agriculture
- Digital innovation and creativity

Applications on Inter-disciplines including social science are encouraged

**Duration of the grant**
- 12 months

**Budget requirements (for example, limits on travel)**

Matching-funding should be provided by Vietnamese Lead applicant institution aiming at ratio 1:1
<table>
<thead>
<tr>
<th><strong>Grant Amount:</strong> GBP50,000 – GBP140,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractual arrangements</strong> <em>(whether contracted in-country)</em></td>
</tr>
<tr>
<td><strong>Specific Reporting Requirements</strong></td>
</tr>
<tr>
<td>Due to Vietnamese accounting procedures, Lead applicants should submit, together with interim and final report a detailed financial report and supporting documents for expenditure items incurred</td>
</tr>
<tr>
<td><strong>Other considerations</strong></td>
</tr>
</tbody>
</table>
Annex 2 – Eligibility criteria checklist – Stage one assessment

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>The application has been submitted by the applicant by the published deadline</td>
<td></td>
</tr>
<tr>
<td>The applicants have uploaded letters of support from each of the applicant’s home institutions.</td>
<td></td>
</tr>
<tr>
<td>The application is completed in full and complies with instructions given in Sections 1, 8 and 9 and in Annex 1</td>
<td></td>
</tr>
<tr>
<td>The proposed activities are relevant to national priorities and stated themes</td>
<td></td>
</tr>
<tr>
<td>The form has been completed in English</td>
<td></td>
</tr>
<tr>
<td>The Lead Applicant has submitted only 1 application</td>
<td></td>
</tr>
<tr>
<td>Lead 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.</td>
<td></td>
</tr>
<tr>
<td>The Lead applicant has provided confirmation that the lead partner country institution is able to provide matched financial and/or in-kind funding for the activity</td>
<td></td>
</tr>
</tbody>
</table>
Annex 3 - Scoring system – quality assessment

Assessment of the quality and development relevance of the full proposals will be performed by expert reviewers. Only proposals that have a 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 will be considered for funding.

<table>
<thead>
<tr>
<th>Section 1 – Relevance to economic development and social welfare</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proposal clearly articulates a plausible pathway along which the activity(s) may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of the most vulnerable populations within a reasonable timeframe (3 to 15 years)</td>
<td></td>
</tr>
<tr>
<td>Please see section 4 for applicants for further details.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2 – Quality and relevance</th>
<th>Score/Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Key Criteria:</strong></td>
<td></td>
</tr>
<tr>
<td>The proposed activities clearly meet country’s priorities and capacity building needs</td>
<td></td>
</tr>
<tr>
<td>The proposal clearly states how the proposed activities contribute to structural change in a particular institution and could be relevant at a local/regional/national level.</td>
<td></td>
</tr>
<tr>
<td>The benefits and relevance of the collaboration with the UK and partner country institution, and to the capacity building activities, are clearly described.</td>
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- **20 points:** Meets all criteria to an exceptional level
- **16 to 19 points:** Meets the majority of the criteria to a very high level
- **11 to 15 points:** Meets the majority of the criteria to a high level
- **6 to 10 points:** Meets the majority of the criteria to an adequate level
- **1 to 5 points:** Meets some of the criteria to an adequate level
- **0 points:** Fails to meet any of the criteria to an adequate level.
### Section 3 – Project Proposal / Methodology

| The description of the activity(s) includes clear, feasible and realistic objectives and outputs. |
| The activities are well planned and defined. The proposal contains clear, feasible, and realist 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 methodology has been clearly articulated and is achievable within the given timeframes. |
| The proposal’s aims are commensurate with the experience of the individuals involved in the project. |
| The proposal represents value for money and all costs are fully justifiable. |
| The timelines are realistic and there is an effective monitoring framework in place. |
| There is a clear definition of roles and responsibilities. |

<table>
<thead>
<tr>
<th>Score/Range</th>
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<tbody>
<tr>
<td><strong>20 points:</strong> Meets all criteria to an exceptional level</td>
</tr>
<tr>
<td><strong>16 to 19 points:</strong> Meets the majority of the criteria to a very high level</td>
</tr>
<tr>
<td><strong>11 to 15 points:</strong> Meets the majority of the criteria to a high level</td>
</tr>
<tr>
<td><strong>6 to 10 points:</strong> Meets the majority of the criteria to an adequate level</td>
</tr>
<tr>
<td><strong>1 to 5 points:</strong> Meets some of the criteria to an adequate level</td>
</tr>
<tr>
<td><strong>0 points:</strong> Fails to meet any of the criteria to an adequate level</td>
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</table>

### Section 4 – Sustainability and Capacity Building

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The proposal includes a clear and feasible description of how the Lead Institution intends to ensure the outcomes are achieved beyond the funding period.

There is a clear plan for how the benefits of the activity(s) will be developed beyond the institution, whether at a local/regional/national level.

There is involvement of Associated Partners who will aid in sustaining the activity outcomes.

There is a planned mechanism for the dissemination of the results of the activities.

20 points: Meets all criteria to an exceptional level
16 to 19 points: Meets the majority of the criteria to a very high level
11 to 15 points: Meets the majority of the criteria to a high level
6 to 10 points: Meets the majority of the criteria to an adequate level
1 to 5 points: Meets some of the criteria to an adequate level
0 points: Fails to meet any of the criteria to an adequate level.