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## **RESEARCHER LINKS CLIMATE CHALLENGE WORKSHOPS GUIDELINES FOR APPLICANTS October 2020 VERSION 1**

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### **Overview of Change(s) From Previous Version:**

<b>Change</b>	<b>Page in version 1</b>	<b>Page in version 2</b>

**Countries included in this call are:**

**Vietnam | Indonesia | Egypt | South Africa | Brazil | Pakistan**

**Call opens: 27 October 2020**

**Call closes: 27 November 2020, 16:00hrs UK time**

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## 1. Background

This call is one of many activities the British Council is delivering in the run up to COP26 (the 26th United Nations Climate Change Conference of the Parties) which takes place in Glasgow in November 2021. The aim is to harness the power of people all over the world – particularly young people and those most vulnerable to the effects of climate change – to connect and collaborate through culture and education to combat climate change.

Addressing the challenges of climate change is critical for promoting global sustainable development. Researcher Links Climate Challenge Workshop grants are designed to provide financial support to bring together a UK/partner country bilateral cohort of early career researchers to take part in virtual interdisciplinary research workshops. The workshops offer a platform to stimulate and discuss innovative research ideas and encourage sustainable collaborations across disciplines.

Participating early career researchers from the UK and partner countries will have the opportunity to submit joint proposals to unlock further funding in form of individual challenge prizes which can be used to implement research ideas and generate development-related impact after the workshop.

Workshops must take place before the end of August 2021 to allow for relevant outcomes to be featured in the run up to COP26 in November 2021.

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

- **Support international development-relevant research on climate change** – Workshops are intended to support research areas relevant to the economic development and welfare of partner countries in the context of climate change.
- **Contribute to capacity building of early career researchers** – The proposal must include a description of how the workshop will contribute to the personal and professional development of the participants. Principal Applicants should 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** – Principal Applicants must outline the specific outputs anticipated from the workshop. The aim of the workshop is to stimulate longer term links between the UK and partner countries, as well as to contribute to the personal and professional development of the participants. The workshop proposal should include an explanation of the mutual benefits to the UK and partner country researchers and institutions. They should also explore any potential longer term benefit that might arise, thinking about who might benefit and how they might benefit and describing the actions that will be taken to ensure that potential impact is realised.

## 2. Overview of the funding opportunity

Each workshop will be co-ordinated by two Leading or Established Researchers<sup>1</sup> (Principal Applicants), one from each country, and will focus on an interdisciplinary theme (for example, climate change, youth employment and skills). Principal Applicants can identify up to four additional Leading or Established Researchers<sup>1</sup> (two from each country) to be involved in the workshop and act as mentors, but the remaining participants must be researchers at an earlier stage in their career (either Recognised or early-stage Established researchers<sup>1</sup>). Principal applicants should also identify a digital workshop facilitators and technical support for the workshop.

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 (i.e. self-funded or covered through other means to participate in the workshop).** Please see list of eligible UK research institutions [here](#). If you are in doubt about the eligibility of your institution, please contact us at [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org).

Proposals in any discipline will be accepted. However, workshop themes proposed by Lead Applicants must address climate change related development challenges from an interdisciplinary perspective (to allow collaboration between wider disciplines and stakeholders) and must meet the needs of partner countries. The workshop themes should align with one or more of the COP26 priorities<sup>2</sup> (Adaptation and Resilience, Nature, Energy Transition, Clean Road Transport, Finance). The themes must also be linked the Sustainable Development Goals (SDGs)<sup>3</sup> and must have a particular focus on Goal 13 (Climate Action) contributing to the global targets as below.

- Strengthen resilience and adaptive capacity to climate-related hazards and natural disasters in all countries.
- Integrate climate change measures into national policies, strategies and planning.
- Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning.
- Implement the commitment undertaken by developed-country parties to the United Nations Framework Convention on Climate Change to a goal of mobilizing jointly \$100 billion annually by 2020 from all sources to address the needs of developing countries in the context of meaningful mitigation actions and transparency on implementation and fully operationalize the Green Climate Fund through its capitalization as soon as possible.
- Promote mechanisms for raising capacity for effective climate change-related planning and management in least developed countries and small island developing States, including focusing on women, youth and local and marginalized communities.

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<sup>1</sup> For an indication of profiles for the different categories of participants, we suggest applicants refer to the European Commission's "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](https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf) ". Principal Applicants 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.

<sup>2</sup> Priority areas have been outlined in a speech by COP26 President Alok Sharma on 8 March 2020 <https://www.gov.uk/government/speeches/statement-by-business-secretary-and-cop26-president-alok-sharma-at-the-cop26-briefing-to-all-member-states-at-the-united-nations-new-york>

<sup>3</sup> For further information about the SDGs, please visit <https://sdgs.un.org/goals>.

We are inviting proposals between the UK and the following partner countries:

- Vietnam
- Indonesia
- Egypt
- Pakistan
- South Africa
- Brazil

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

For the purpose of the Researcher Links programme, we define activities leading to impact with development relevance as activities that have the potential to contribute to the economic development and social welfare of low and middle income countries<sup>4</sup>, benefitting low income and/or vulnerable populations in these countries.

In order to be considered for funding under the Researcher Links programme, **all proposals must clearly demonstrate a primary focus on development and articulate a plausible route to positive impact within a short to medium term timeframe (within 10 years). Applications which do not meet this criterion cannot receive support under the Researcher Links programme.**

In some disciplines, development relevance can be longer term and less direct than in other areas. In all cases, it is the responsibility of the applicant to articulate within the application how the proposed activities will meet these criteria.

Applicants must complete the ODA compliance section of the application form and should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

**Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application. A strong case for your proposal must be made.**

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 and must clearly articulate the importance to relevant challenges in partner countries.

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

#### **ODA transparency and reporting**

As part of the government's commitment to ODA transparency and in line with FCDO ODA reporting requirements, there is a requirement to publish information about ODA grants including project titles and summaries via the International Aid Transparency Initiative (IATI) registry and via DFID's national statistics.

The purpose of publishing information via the IATI registry is to make information about ODA easily accessible to governments, stakeholders and other relevant groups in beneficiary countries. All funded projects from this programme will be published in this way. Please therefore write your

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<sup>4</sup> As defined by the OECD DAC list of official development assistance (ODA) recipients:  
<http://www.oecd.org/dac/stats/daclist.htm>.

project title and summary in such a way that they are meaningful and accessible to non-specialist audiences, following publication.

It is expected that the project title and summary are written in plain English and avoid the use of jargon, acronyms, puns and plays on words. **Please also make clear in your project title and summary how your project is ODA-compliant**, for example by identifying the development challenge(s) being addressed, the aims of the project and the beneficiary countries.

## 4. Gender Equality Statement

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

**Applicants are required to consider the impact their project will have on gender.** Gender equality is an assessment criteria for this call. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed throughout the research programme. It should not be a re-statement of your Institution's policy, you may refer to the policy, but should show how the policy will be implemented in terms of the project. The Gender Statement must **address the below criteria**, with an understanding that, depending on the nature of the research and innovation, not all questions will be applicable. **If a question is not applicable, you will need to articulate the reasons why.**

- Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- The expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond.
- The impact on the relations between people of different genders and people of the same gender. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.
- How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored?
- Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?

UKRI provide useful guidance on Gender Equality Statements for their grant applications. You can find this at: <https://www.ukri.org/research/global-challenges-research-fund/gender-equality-and-international-development-research-and-innovation/>

British Council reserve the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

## 5. Eligibility

Leading or Established Researchers may apply to be workshop Principal Applicants and must propose a theme for the workshop using the online application form (See Section 17. Application

process). The proposal must be a joint application, with one Principal Applicant based at a UK institution and one based in the partner country's institution. The geographical location of the applicants is not a concern provided that the applicants have a permanent or fixed term contract with a UK institution or the partner country's institution and the applicants are able to deliver the grant and activities within the given duration. Applications must have the support of the home and partner institutions, confirmed by supporting letters uploaded in the online application. In this round, only one application may be submitted per Principal Applicant, 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 partner country
- Both Principal Applicants must be Leading Researchers or Established Researchers
- Principal Applicants cannot assume role of workshop Mentors
- Principal Applicants must be permanent employees or have a fixed term contracts 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
  - 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).
- Principal Applicants with a fixed term contracts must be able to deliver the grant and activities within the given duration.
- Both of the Principal Applicants' institutions (the 'Lead Institutions') must have the capacity to administer the grant where contracting requires
- 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 Researcher Links (for example, under the Newton Fund). In all cases the additionality must be clearly articulated in the application.
- Researchers based in an overseas campus in the partner country must apply as the Principal Applicant of the partner country. They should also recruit mentors and participants from the partner country. Locally appointed researchers in an overseas campus are also encouraged to apply as the Principal Applicant of the partner country. However, in this case the UK Principal Applicant must not be affiliated with the UK Higher Education Institution which owns the overseas campus.
- 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.**

If you are unsure about your organisation's eligibility, for UK see the link at

<https://www.britishcouncil.org/education/science/current-opportunities/researcher-links-climate-challenge-workshops>

**For partner countries, please contact the local British Council office.**



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 will be rejected during these checks.

## 6. Location of the workshops

The workshops must be conducted virtually.

## 7. Duration of the workshops

The minimum duration of a workshop is equivalent to two (2) days (approx. 12 hours) and the maximum duration is three (3) days (approx. 18 hours).

## 8. Timing of the workshops

Workshops must take place between 01 April 2021 and 31 August 2021.

## 9. Participation in the workshops

The two Principal Applicants must identify up to 4 Leading/Established Researchers (see footnote on page 3 for a definition), two from each country, 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 46 (including Principal Applicants, mentors and early career researchers). Participants must be based in the UK or in the partner country. Applicants should ensure right proportion of mentors and participants to ensure the participants have a good experience in virtual learning.

Participants	UK	Partner country
Principal Applicants	1	1
Leading/Established Researchers or mentors	Maximum 2	Maximum 2
Participants	Maximum 20	Maximum 20

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 Principal Applicants. 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), but allowances can be made for career breaks or other extenuating circumstances. 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 Principal Applicants:** Principal Applicants submit the online application form along with a budget request, determine the workshop theme, shape the content/agenda of the workshop and the challenge prizes. Principal Applicants – overseen by the British Council, if appropriate – will also be responsible for selecting early career researchers to participate in the workshop and the challenge prizes if the proposal is successful.

Under this call for proposals, Principal Applicants will be responsible for all organisational aspects of the virtual workshop logistics. Principal Applicants are encouraged to recruit online facilitators to support the delivery of the workshop.

The grant agreement will be signed by the UK Principal Applicant's home institution which will be responsible for the management of the grant (including financial reporting).

**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 and for the Challenge Prizes. Ideally, they would also remain in contact with the early career researchers after the



workshop has finished and mentor the early career researchers who have been awarded the Challenge Prizes. If possible, please include female mentors for an inclusive approach to providing support and mentorship.

## 10. 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. If needed, interpretation costs can be covered under additional workshop costs (section 17)

## 11. Thematic focus of the workshops

Workshop themes proposed by Lead Applicants must address climate change related development challenges from an interdisciplinary perspective (to allow collaboration between participants from different disciplines) and must meet the needs of partner countries. The workshop themes should align with one or more of the COP26 priorities<sup>5</sup> (Adaptation and Resilience, Nature, Energy Transition, Clean Road Transport, Finance). The themes must also be linked the Sustainable Development Goals (SDGs)<sup>6</sup> and must have a particular focus on Goal 13 (Climate Action).

## 12. Content of the workshop

Principal Applicants 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 given the consideration and restriction of online platform, and all participants encouraged to share knowledge, experience and ideas. Principal Applicants and mentors should share their expertise.

Suggested sessions:

- Formal keynote lectures by the Principal Applicants 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.
- Networking sessions where researchers are able to interact and explore opportunities for collaboration (e.g. speed-networking sessions, breakout groups).
- Involvement of non-academic stakeholders: Principal Applicants should include a session with non-academic stakeholders such as NGOs, underrepresented groups (e.g. indigenous communities), industry representatives, policy makers, community leaders, women's organisations, activists or other individuals or groups who might be able to provide new perspectives or additional input into the research.
- 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.

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<sup>5</sup> Priority areas have been outlined in a speech by COP26 President Alok Sharma on 8 March 2020 <https://www.gov.uk/government/speeches/statement-by-business-secretary-and-cop26-president-alok-sharma-at-the-cop26-briefing-to-all-member-states-at-the-united-nations-new-york>

<sup>6</sup> For further information about the SDGs, please visit <https://sdgs.un.org/goals>.

### 13. Recruitment of participants

Following the selection process, successful Principal Applicants will be responsible for recruiting participants to the workshops. Participants must be based in the UK or in the partner country.

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 channels<sup>7</sup> (so that workshops are advertised as widely as possible). **No more than a third** of early career researchers from each country may be recruited from within the institutions of the Principal Applicants 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 Principal Applicants can adapt as appropriate, and British Council teams will be available to offer advice and oversight where necessary. To ensure interdisciplinarity, we highly encourage the recruitment of participants from different disciplines including the arts, social sciences and humanities.

The maximum number of participants per workshop is 46 (including Principal Applicants, mentors and ECRs).

Equal opportunities and diversity are at the heart of the British Council's cultural relations ambitions. Principal Applicants 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.

### 14. Challenge Prizes

Principal applicants are expected to plan and design the Challenge Prizes including selection process and monitoring and evaluation for the prizes with advice from the British Council, if appropriate. Applicants and mentors cannot apply for the Challenge prizes and/or use the prizes for their own research activities. Principle applicants are responsible for managing the grant overall including the Challenge prizes and communicating with the prize winners on the reporting requirements once the grants are disbursed. The Challenge prizes must be awarded within 30 days after the workshop and the prize winners must complete all activities before 31 March 2022.

The selection process must include the following criteria:

- Project must be ODA-eligible (support economic development or welfare in partner country)
- Applicants must consider the impact of their project on gender
- The proposed work should tackle an existing problem caused by climate change
- Demonstrate how the project will generate positive development-related impact in the next 10 years
- A collaboration between ECRs from the UK and from the partner country

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<sup>7</sup> Examples of dissemination channels: Euraxess: <https://www.euraxess.org.uk/>; UK Research Staff Association: <https://www.vitae.ac.uk/doing-research/research-staff/uk-research-staff-association>; British Academy Africa Desk: <http://www.africadesk.ac.uk/pages/home/>

## 15. Digital Platform

The British Council's Global Information Security Policy has banned Zoom usage in the British Council and for contracted suppliers and grant award holders. The British Council strongly recommends using **Microsoft Teams** to deliver virtual activities and workshops.

Principal Applicants, who want to use other online tools or online platforms, must follow British Council's safeguarding and security protocols. If any other digital tool or platform is selected, the Principal Applicants are responsible to ensure that the platform meets the following criteria:

- The Platform must have passwords and pre-registration to restrict who can connect to a meeting
- The Platform must have waiting rooms in which participants are expected to wait and be admitted by the host to the meeting
- The Platform must have the feature to limit the screen sharing to the host of the meeting.
- The link to the workshop should not be advertised on social media platforms.

**Online tools or platforms other than Microsoft Teams must be discussed with the British Council. Requests to use a different platform or tool should be sent to [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org) for approval.**

## 16. Communication, promotion and publicity

Principal Applicants are expected to plan the communication and promotion of the activities and share the results and outcomes of the project with external parties where appropriate. The British Council's guidelines on communication and branding are included in the grant agreement.

## 17. Funding

Maximum British Council funding available for one Researcher Links Climate Challenge workshop is £49,700 inclusive of the Challenge prizes.

Researchers and their institutions will be asked to submit receipts and invoices to demonstrate their spend upon completion. The documentations must be kept until 31 December 2029.

Full checks of supporting documentation will be carried out on a proportion of the grants.

Further monitoring and evaluation will also be carried out, to be specified in the grant agreement. Applicants are required to provide a budget request upon submission of their proposal.

### Virtual workshop costs

Applicants can claim a maximum of £14,700 to cover the costs for facilitators and technicians that are recruited to manage the virtual platform for smooth workshop delivery. Facilitators and technicians from the Principal applicant's institutions are not covered.

### Challenge prizes

For each workshop, the prizes available for joint proposals of participants from the UK and partner countries and will be in the range of £5,000 to £35,000.

### Contribution to additional workshop costs

Principal Applicants can request a maximum of £5,000 to cover administrative costs such as interpretation costs, travel costs for visiting and post-workshop activities, communication costs including promotion and publicity, printing costs and stationery.

To ensure that no applicants are excluded from participation, Principal Applicants can request financial support for applicants who require internet data to attend the virtual workshops. Requests will be assessed on a case-by-case basis. Please email [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org) for support.

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

## Payment of the grant

The grant for Researcher Links Climate Change Workshop will be paid 100% within 30 days of signature of the Grant Agreement on the condition of the approval by the British Council of a final report based on actual expenditure submitted by the Principal Applicants. The British Council reserve the rights to recover the full payment if the final report and supporting documents are not satisfactory, or the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged, resulting in a reduction in costs or the terms and conditions of the Grant Agreement have not been adhered.

The Researcher Links Climate Change Grant Agreement will be signed by and the grant paid to the UK Principal Applicant's home institutions. The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The UK Principal Applicant is responsible to communicate and agree with the Partner Applicant and partner country's institution on the project's grant management and disbursement. 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. Principal Applicants 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.

## Underspend

In cases where beneficiaries have spent less than the budget awarded, the underspend cannot be used for further activity unless agreed by the British Council. Requests to utilise the underspend should be sent to [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org) before additional expenditure occurs. Requests should be submitted before the deadline of **31 December 2021**.

## 18. Reporting

Two reports are expected: interim report and a final report. Principal Applicants must submit the interim report within 30 days after the workshop and the final report within 30 days after the prize winners complete all activities as a condition of the grant. The report templates 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. Principal Applicants will be asked to send the link to the baseline survey to their participants and also to administer the post-workshop questionnaire.

## 19. 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 [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org) for further guidance.

## 20. 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.

Principal Applicants 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 [CC-ResearcherLinks@britishcouncil.org](mailto:CC-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](mailto: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/organisation/transparency/policies/equality-diversity-inclusion>.

## 21. Application process

Applicants must submit **a completed application form via the following link:**

[https://britishcouncil-cxobw.formstack.com/forms/researcher\\_links\\_climate\\_challenge\\_application\\_form](https://britishcouncil-cxobw.formstack.com/forms/researcher_links_climate_challenge_application_form)

Email submissions will not be accepted. The online form and a word version can be found on the opportunity webpage (<https://www.britishcouncil.org/education/science/current-opportunities/researcher-links-climate-challenge-workshops>). Word versions are for information only. Your application must be submitted using the online process.

### Online application form:

The online application form allows applicants to enter information and save it for a later date until final submission. To save the form and return to it later, applicants will need to make a note of the application ID which will be shown after clicking 'save and resume later'. There are strict character limits for each section which cannot be exceeded.

In addition to filling in the online form, applicants are required to upload the following documents, as described, by the deadline. **Late submission of supporting documents, or submission of documents which do not comply with these requirements, will render the application ineligible.** Appeals against this decision will not be accepted. The documents are:

- Two statements of support for the workshop from the Head of Department (or equivalent). One statement from the UK institution and one from the partner institution. The statements of support must consist of approximately 400-500 words and be written either on headed paper, dated, and signed (Word or pdf format) or in a formal email from the Head of Department (or equivalent) (pdf format), and has to be submitted online together with the application form. If the applicant is a Head of Department, another senior academic should sign the supporting letter).

The statements of support from the two Heads of Department must include reference to the Principal Applicants and comments on the following questions:

- Why is this research area important?

- Why do you want to make contact with the proposed partner institution?
- How will the link be sustained?

For the supporting letter from the home institution: if a researcher is not on a permanent contract, please confirm the researcher can deliver the grant and activities within the given duration and that the project will result in a longer term collaboration.

Please ensure the combined size of the documents does not exceed 5MB.

Any problems with the online submission system should be reported to the following email address: [CC-ResearcherLinks@britishcouncil.org](mailto:CC-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 partner country institutions**
- The UK and partner country Principal Applicants **have communicated and agreed on the project's grant management and disbursement.**
- The UK or partner country Principal Applicant's institution **is willing to receive the funds and to sign a grant agreement with the British Council.**
- 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. See: <https://www.britishcouncil.org/organisation/transparency/policies/anti-fraud-and-corruption>

**Important:** Once you submit, you will not be able to edit 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 [CC-ResearcherLinks@britishcouncil.org](mailto:CC-ResearcherLinks@britishcouncil.org).

## 22. Application assessment and notification of results

Applications will be assessed against the eligibility and quality criteria in Appendix 1 and 2. The British Council will inform Principal Applicants about the results via email in mid or late January 2021. Applicants should ensure the eligibility criteria are met as appeals are not allowed for this call. The British Council reserves the rights to reject any ineligible applications.

## 23. Selection process

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

Eligible workshop proposals will be assessed by an expert reviewer panel comprising of reviewers from the UK and partner countries. Principal Applicants must indicate in their online application form which subject(s) their research covers. Up to 3 subject areas can be stated in priority order.

Workshop proposals will be assessed by the expert review panel against the quality criteria in Appendix 2. 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.



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.

Successful applicants will be notified in the week commencing 11 January 2021 after the call closes.

## 24. Call deadline

The submission deadline is **16:00hrs UK time on 27 November 2020**. 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.

**For important dates, please refer to Appendix 3.**

## 25. Data protection

How we use your information:

The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants.

The British Council comply with the General Data Protection Regulations 2016/679 (EU) GDPR). We process and handle personal information according to these regulations. The personal information that you provide on this form will only be used for the processing of your application. The information will be viewed by British Council and those who are part of the decision-making process. Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council reserve the right to publish and share anonymized aggregated information with stakeholders.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information and country of origin, where collected, is used solely for statistical purposes. If we need to contact you, we will do so using the contact details you have provided.

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 [inforgovernance@britishcouncil.org](mailto:inforgovernance@britishcouncil.org) or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>

## 26. 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.

## 27. 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: <https://www.britishcouncil.org/organisation/structure/status>).
- The successful applicants will be expected to undertake activities in the UK and in the partner 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: (<https://www.britishcouncil.org/education/science/current-opportunities/researcher-links-climate-challenge-workshops>). 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 [CC-ResearcherLinks@britishcouncil.org](mailto:CC-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: 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 Principal Applicants' 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 Principal Applicant 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 2021 and 30 August 2021. The Challenge Prizes for participating early career researches must be awarded within 30 days after the workshop and they must complete all activities before 31 March 2022.	
The institutions where the Principal Applicants are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities); the Principal Applicants based in an overseas campus or organisation affiliated to UK or other country must apply as the country partner's Principal Applicants and their UK Principal Applicants cannot be their affiliated Higher Education Institutions in UK.	
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	

## APPENDIX 2: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by panel members from the UK and partner countries. 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 route for the research to lead to positive impact on the lives of people on low income and contribute to the economic development and social welfare of the partner country and within a reasonable timeframe (within 10 years).</p> <p>Please see guidance for applicants for further details.</p>		<b>YES/NO</b>

Section 2: Relevance to gender equality	Score	Range
<ul style="list-style-type: none"> <li>Measures are in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project. This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.</li> <li>The project will have a positive impact on people of different genders, both throughout the project and beyond.</li> <li>The potential impact on the relations between people of different genders and people of the same gender is clearly described. For example, changing roles and responsibilities in households, society, economy, politics, power, etc.</li> <li>Risks and unintended negative consequences on gender equality will be monitored, avoided or mitigated against.</li> <li>Relevant outcomes and outputs will be measured with disaggregated data by age and gender (where disclosed).</li> </ul>		<b>Sufficient/ Insufficient</b>

Section 3: Research quality and relevance	Score	Range
		0–20
<ul style="list-style-type: none"> <li>• The academic importance and timeliness of the research topic is clearly demonstrated.</li> <li>• The Principal Applicants have sufficient relevant experience to lead the proposed workshops and achieve the stated objectives.</li> <li>• The collaborating institutions are of appropriate academic standing.</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>	

Section 4: Workshop proposal	Score	Range
		0–20
<ul style="list-style-type: none"> <li>The description of the workshop includes clear, feasible and realistic objectives and outputs.</li> <li>There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links.</li> <li>The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.</li> <li>There is strong evidence of support from both the home and host institutions.</li> <li>The workshop is justified as a standalone activity, or as part of a larger programme.</li> <li>The agenda of the workshop is well structured with interactive sessions.</li> <li>The workshop proposal takes interdisciplinary collaboration into account</li> <li>Non-academic stakeholders will be integrated in the workshop</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>	

Section 5: Sustainability and capacity building	Score	Range
		0–20
<ul style="list-style-type: none"> <li>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.</li> <li>The proposal includes a clear and feasible description of how the Principal Applicants' institutions intend to sustain their collaboration over the longer term.</li> </ul>	<p><b>20 points:</b> Meets all criteria to an exceptional level</p> <p><b>16 to 19 points:</b> Meets the majority of the criteria to a very high level</p> <p><b>11 to 15 points:</b> Meets the majority of the criteria to a high level</p> <p><b>6 to 10 points:</b> Meets the majority of the criteria to an adequate level</p> <p><b>1 to 5 points:</b> Meets some of the criteria to an adequate level</p> <p><b>0 points:</b> Fails to meet any of the criteria to an adequate level.</p>	
Total score for quality assessment (Section 3 + Section 4 + Section 5)	Score	Range
		0–60

## APPENDIX 3: IMPORTANT DATES

Activities	Dates
Call launches	27 October 2020
Call closes	27 November 2020
Panel review	Mid-January 2021
Results to applicants	Mid / late January 2021
Contract agreement signing and grant disbursement	January – March 2021
Recruitment of participants	Upon the announcement of results
Workshop completion	By 31 August 2021
Request to repurpose funding	By 31 December 2021
Challenge Prizes completion	By 31 March 2022
Award of Challenge Prizes	Within 30 days after the workshop
Interim Report	Within 30 days after the workshop
Final report	Within 30 days after the prize winners complete all activities

