**Researcher Links Workshop Grants – Application**

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| --- |
|  |
| **Title:** |
| **Duration:** |
| **Location:** |
| **Start Date:** |
| **End Date:** |
|  |
|  |
| **UK applicant name and title:** |
| **UK applicant gender:** |
| **UK applicant institution:** |
|  |
| **Partner Country:** |
| **Partner Country applicant name and title:** |
| **UK applicant gender:** |
| **Partner Country applicant institution:** |

**1. Proposal Summary**

|  |  |
| --- | --- |
| Describe the workshop in language suitable for a lay reader. This section should include descriptions of:  • The topic of the workshop, making a case for its importance and timeliness, in particular in terms of its relevance to the economic development and/or social welfare of the partner country.  • The immediate and longer term benefits of the workshop, describing who will benefit and how this will be achieved, especially (but not only) in relation to stakeholders in the partner country.  • The specific strengths of applicants and their institutions that will allow them to organise and maximise the outputs of the workshop. No more than 2,000 characters. |  |

**2. Workshop Aims**

|  |  |
| --- | --- |
| List the main objectives of the workshop and describe how you will achieve them. No more than 2,000 characters |  |

**3. Participants**

|  |  |
| --- | --- |
| Describe the target audience of the workshop participants – including career stage, educational and scientific backgrounds, and country of residence.  No more than 1,000 characters |  |
| How will the participants be selected?  No more than 500 characters |  |
| How will the workshop be advertised and brought to the attention of the target audience of potential participants and to other interested parties such as NGOs, local and national governments?  No more than 1,000 characters. |  |
| How many UK and partner country participants are envisaged? Are there plans to include participants who are not to be supported by the Researcher Links grant and, if so, how many of these are anticipated and how will they be funded?  No more than 1,000 characters |  |

**3.1 Details of proposed senior researchers to act as mentors**

**Mentor 1**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Country |  |
| Field of expertise |  |
| Short explanation to indicate their contribution to the workshop  No more than 500 characters |  |

**Mentor 2**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Country |  |
| Field of expertise |  |
| Short explanation to indicate their contribution to the workshop  No more than 500 characters |  |

**Mentor 3**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Country |  |
| Field of expertise |  |
| Short explanation to indicate their contribution to the workshop  No more than 500 characters |  |

**Mentor 4**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution |  |
| Country |  |
| Field of expertise |  |
| Short explanation to indicate their contribution to the workshop  No more than 500 characters |  |

**4. Workshop Background**

|  |  |
| --- | --- |
| Describe the topic(s) to be addressed in the Workshop. Include the technical background to the theme, making a case for the importance and the timeliness of a workshop in this subject area to the partner country.  No more than 1,000 characters |  |
| Has either of the lead applicants previously received a Researcher Links grant for a similar workshop proposal? If so, please provide a brief summary and describe the added benefit of the current proposal.  No more than 500 characters |  |
| Does the workshop build upon pre-existing links between the applicants or their institutions?  No more than 500 characters |  |

**5. Workshop Logistics**

|  |  |
| --- | --- |
| Referring to the workshop guidelines,  please provide a draft agenda for the  workshop, including descriptions and timings for the sessions that are planned.  No more than 2,000 characters. |  |
| Briefly describe the facilities available to the organisers (such as venues, accommodation and proximity to travel networks).  No more than 500 characters |  |
| Please provide details on how the UK and partner country institution(s) will work together, referring to the role they have in the collaboration, the value they add and the relevance and benefit of the collaboration to each partner.*.*  No more than 1000 characters. |  |

**6. Applicants**

**6.1 Applicant Strengths**

|  |  |
| --- | --- |
| Tell us why the UK and partner country applicants are particularly well-suited to organise this workshop at this time. Include their past experience in organising national and international workshops/meetings, the scientific standing of the applicants and their institutions, and any previous interactions that the applicants and/or their institutions have had with each other.  No more than 2,000 characters |  |

**6.2 Applicant Backgrounds**

**UK Coordinator**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution (please enter  the full legal name) |  |
| Type of institution |  |
| If other type of Institution, please provide additional information No more than 200 Characters |  |
| Address |  |
| City |  |
| State/Province |  |
| Zip/Postal |  |
| UK Region (if applicable) |  |
| UK coordinator phone number |  |
| UK coordinator email address |  |
| Education History No more than 1,000 characters |  |
| Employment History No more than 1,000 characters |  |
| Academic track record (including relevant publications and funding) No more than 1,000 characters |  |
| Have you, your group or your department received a Researcher Links or Institutional Links grant from the British Council in the past? No more than 500 characters. |  |
| If yes, please provide the project name  Please note – this is for monitoring purposes only and will not affect the outcome of your application. |  |
| Have you, your group or your department previously submitted any Researcher Links or Institutional Links applications that were not funded? No more than 200 Characters |  |
| Have you, your group or your department received Newton funding that was not administered by the British Council?  Drop down menu: Yes/No |  |
| If yes please give the title of the project and the organisation that administered the funding. Drop down menu: Yes/No  Please note – this is for monitoring purposes only and will not affect the outcome of your application. |  |
| Head of Department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Email address of Head of Department (or equivalent) |  |
| Name of Legal Representative within your institution (for contractual authority) |  |
| Email Address of Legal Representative |  |

**Partner Country Coordinator**

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Position |  |
| Department |  |
| Institution (please enter  the full legal name) |  |
| Type of institution |  |
| If other type of institution, please provide additional information. |  |
| Partner Country |  |
| Address |  |
| City |  |
| State/Province |  |
| Zip/Postal |  |
| Partner Country Coordinator phone number |  |
| Partner Country email address |  |
| Education History |  |
| Employment History |  |
| Academic track record (including relevant publications and funding) No more than 1,000 characters. |  |
| Have you, your group or your department received a Researcher Links or Institutional Links grant from the British Council in the past? No more than 500 characters. |  |
| If yes, please provide the project name  Please note – this is for monitoring purposes only and will not affect the outcome of your application. |  |
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| Head of Department (or equivalent). This will be the person who has the authority to approve this application. |  |
| Email address of Head of Department (or equivalent) |  |
|  |  |

**7. Outcomes/Impact**

|  |  |
| --- | --- |
| Please identify relevant stakeholders and potential users of the research addressed by this workshop and describe any existing engagement with them. No more than 1,000 characters. |  |
| Please outline how you intend to engage with these groups. No more than 500 characters. |  |
| List the outcomes that are expected to arise from the workshop, both in the short-term and longer term futures. You should address the benefits that will accrue to:  • the workshop participants and their home institutions.  • the stakeholders identified above, both in the UK and in the partner country and more broadly in an international context.  No more than 2,000 characters. |  |
| Please describe a plausible pathway leading from the workshop outcomes to a broader impact for economic development or social welfare for low-income or vulnerable communities within 3-15 years.  No more than 2,000 characters. |  |

**8. Capacity Building and Sustainability**

|  |  |
| --- | --- |
| How will the workshop contribute to  the professional development and capacity building of the participants and the wider research group(s) involved? No more than 1,000 characters. |  |
| Is the proposed workshop part of an existing collaboration between the UK and partner country institutions? If yes, please give details. No more than 500 characters. |  |
| What plans do you have to maintain and grow the links between the applicants’ institutions and to broaden these to other interested parties? In particular, define the basis for continuing collaboration and the potential funding sources for maintaining it. No more than 1,000 characters. |  |

**9. Budget**

|  |  |
| --- | --- |
| Number of participants travelling from the UK (15-20, including early career researchers, mentors and the coordinator). |  |
| Number of participants from the partner country (15-20, including early career researchers, mentors and the coordinator). Please note that the number of partner country participants needs to match the number of UK participants. |  |
| International travel total costs. |  |
| Domestic travel total costs. |  |
| Subsistence total costs. |  |
| Participation event costs total costs. |  |
| Additional workshop costs (see guidelines for country-specific maximum). |  |
| For countries where match funding is required, please state financial or in-kind contribution match funding by partner |  |
| Total budget request. |  |

**10. Assessment of the proposed workshop proposal**

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| --- | --- |
| Please indicate which of the following Review Panels is the most appropriate to assess your proposal:   * Biological and Medical Sciences Panel * Environment, Agriculture and Food Sciences Panel * Engineering and Physical Sciences Panel * Social Sciences Panel * Arts and Humanities Panel   Applicants will be asked to indicate which of following British Council Review Panels is the most appropriate to assess the proposal. They will then choose up to 3 subject areas in priority order within the chosen Panel. |  |

**11. Supporting Documents**

|  |  |
| --- | --- |
| Please provide signed letters of support from:  Head of Department (or equivalent) of the  UK Institution  and Head of Department (or equivalent) of the partner country institution.  The statements of support from the two Heads of Department should include comments on the following questions:   * Why is this research important? * Why do you want to make contact with this institution? * How will the link be sustained? * For the supporting letter from the home institution: if a researcher is not on a long term contract, please confirm that the research visit will result in a longer term collaboration   **Please ensure the combined size of the documents does not exceed 5MB.** |  |

**12. Pre-submission confirmation**

Please make sure that you have filled in all required fields before clicking on ‘Next’’

* Have you obtained permission to submit this application on behalf of the UK and partner country institutions? **\***

YesNo

* The UK or Partner country institution is willing to receive the funds and sign the grant agreement **\***

YesNo

* Both the UK and Partner Country applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action **\***

Yes

* Neither the UK nor the Partner Country applicants’ home institution are bankrupt, being wound up, or having their affairs administered by the courts. **\***

I confirm the above

* Neither the UK nor the Partner Country Applicants home institution have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations. **\***

I confirm the above

* Neither the UK nor the Partner Country Applicants home institution have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations. **\***

I confirm the above

* Neither the UK Applicant nor the Partner Country Applicant are guilty of grave professional misconduct proven by any means which the contracting authority can justify. **\***

I confirm the above

* Neither the UK Applicant not the Partner Country Principle Applicant have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests. **\***

I confirm the above

* Neither the UK Applicant nor the Partner Country Applicant are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information. **\***

I confirm the above

* If your workshop is not going to be organised by the British Council, have you solicited willingness from one of the two coordinators’ institutions (usually the UK institution but in some cases the partner country institution) to receive the funds and sign a grant agreement with the British Council? **\***

YesNo

* In order to comply with UK government legislation, the British Council may at any point during the application process, carry out searches of relevant third party screening databases to ensure that neither the applicant institutions nor any of the applicants’ employees, partners, directors, shareholders is listed:
  + as an individual or entity with whom national or supranational bodies have decreed organisations should not have financial dealings;
  + as being wanted by Interpol or any national law enforcement body in connection with crime;
  + as being subject to regulatory action by a national or international enforcement body;
  + as being subject to export, trade or procurement controls or (in the case of an individual) as being disqualified from being a company director; and/or
  + as being a heightened risk individual or organisation, or (in the case of an individual) a politically exposed person.

If the applicant or any other party is listed in a Screening Database for any of the reasons set out above, the British Council will assess the applicant as ineligible to apply for this grant call.

The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches.

* Before continuing, please confirm you have read and understood the above notice. **\***

Yes

* Once the online application is submitted, applicants will receive a confirmation email containing the application ID number. This reference number should be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council at [**UK-ResearcherLinks@britishcouncil.org**](mailto:UK-ResearcherLinks@britishcouncil.org).

**FAIR COLLECTION NOTICE**

**How we use your information**

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

We shall share any necessary data on your application with the UK Department for Business Innovation and Skills, and with our funding partners in your country in order to assist with management of the application process; any decisions on grants will be made in collaboration with them.

Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Gender information, where collected, is used solely in preparing statistical reports.

The British Council collects country of origin for reporting and statistical purposes and to contact you within your own country.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you want more information about this please contact your local British Council office or the Data Protection Team [infogovernance@britishcouncil.org](mailto:infogovernance@britishcouncil.org) or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>

DATA PROTECTION

Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding). 

 I wish to be contacted about future British Council research opportunities.

* The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents.The British Council will not publish personal details on their website or via other media without prior permission.

I agree to information on the this form, excluding information about individuals, being put on the British Council website and used in promotional materials.