# Country Selection

## Welcome to the Researcher Links Workshop Grants Application

**Researcher Links Workshops** bring together Early Career Researchers from the UK and partner countries to make international connections that can improve the quality of their research.

Please select which country you are applying from

Please select your partner country

# Instructions

## Welcome to the Researcher Links Workshop Grants Application

**Researcher Links Workshops** bring together Early Career Researchers from the UK and partner countries to make international connections that can improve the quality of their research.

These grants are funded under the Newton Fund, a UK Government initiative funded by the Department of Business, Energy and Industrial Strategy, together with partner funders from Newton Fund countries. The Fund aims to promote the economic development and welfare of either the partner countries or, through working with the partner country, to address the problems of low-income and vulnerable populations.

### Before completing this application please read the Newton Fund Workshop Guidelines for full details on eligibility and participating partner countries as well as important information to help you complete a strong application.

**Instructions on how to fill out the form**

This application form can be saved at any time before completing or submitting it. In order to save the form and complete it later, click on the 'Save' button at the top or bottom of the page. The form is also automatically saved as you navigate through the pages.

Please see the guidelines provided in the links above for further information.

Your application ID is shown below. Please use this ID in all correspondence with British Council.

Application ID

## Contact

If you have any queries about this call or if you encounter any technical issues with the online application please contact the Researcher Links Team:

[UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org) Please specify that your query relates to the Researcher Links Workshop Grants call.

## Deadline for submission

16:00 (UK time) 08 June 2018.

We look forward to receiving your Application. UK Researcher Links Team

## 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 of Business, Energy and Industrial Strategy 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 [https://www.britishcouncil.org/privacy-cookies/data-protection.](http://www.britishcouncil.org/privacy-cookies/data-protection)

Please tick relevant Workshop status

# Summary details

Working title of workshop

Duration of workshop (days)

Workshop location

Workshop start date: (Please ensure the dates are within those specified in the Guidelines)

Please ensure your end date is after the proposed start date:

Workshop end date

## UK applicant

UK applicant name and title

UK applicant gender

UK applicant institution (please specify if 'Other')

Institution type

## Partner applicant

Partner country

Partner country applicant name and title

Partner applicant gender

Partner country applicant institution

# Proposal Summary

[No more than 2,000 characters.]

1. **Workshop Aims**

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

# 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

Field of expertise

Short explanation to indicate their contribution to the workshop. [No more than 500 characters]

# Workshop Details

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/any of the lead applicants previously received a Researcher Links grant for a similar workshop proposal?

Does the workshop build upon pre-existing links between the applicants or their institutions? [No more than 500 characters]

# 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]

# 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]

# Applicant Backgrounds

UK Coordinator Title

First name

Last name

Position

Department

Institution (Please enter the full legal name)

Institution type

Non-UK address

Address line 1

Address line 2 Town/city Postcode

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 1000 characters]

Have you, your group or your department received a Researcher Links or Institutional Links grant from the British Council in the past?

Have you, your group or your department previously submitted any Researcher Links or Institutional Links applications that were not funded?

Have you, your group or your department received Newton funding that was not administered by the British Council?

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 UK Institution Legal Representative

Email address of UK Institution Legal Representative

Formal legal description of contracting entity including registered office address

# Partner Applicant Backgrounds

Title

Name

Position

Department

Institution type

Name of Institution

Non-UK address

Address line 1

Address line 2 Town/city Postcode

Partner country coordinator phone number

Partner 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 1000 characters]

Have you, your group or your department received a Researcher Links or Institutional Links grant from the British Council in the past?

Have you, your group or your department previously submitted any Researcher Links or Institutional Links applications that were not funded?

Have you, your group or your department received Newton funding that was not administered by the British Council?

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)

# 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.]

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]

# 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?

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]

# Budget

Number of participants travelling from the UK.

Number of participants from the partner country. Please note that the number of partner country participants needs to match the number of UK participants.

### Please note that the budget costs need to be rounded to the nearest £ value

Participation event costs total costs

Additional workshop costs (see guidelines for country-specific maximum)

International travel total costs.

Domestic travel total costs

Total budget request

Subsistence total costs

A contribution for applicants with special needs can be requested by writing to

[uk-researcherlinks@britishcouncil.org](mailto:uk-researcherlinks@britishcouncil.org) Requests will be assessed on a

case-by-case basis

For countries where match funding is required, please state financial or in-kind contribution match funding by partner

# Assessment of the proposed workshop proposal

Please indicate which of the following Review Panels is the most appropriate to assess your proposal

Please select up to 3 specialisms under your selected panel only:

Subject area 1

Subject area 2

Subject area 3 Other

# Further Documents

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.

Please provide signed letters of support from:

Head of Department (or equivalent) of the UK Institution

Head of Department (or equivalent) of the partner country institution.

Additional documents (combined) if requested in Annex 1 - Country specific requirements of the Guidelines

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# Pre-submission checks

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?

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

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

Does the UK Freedom of Information Act apply to your organisation?

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 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.

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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?

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)

# Share Application Form

This application form can optionally be shared and locked before submitting it.

In order to share the form, create a new project using the 'Create Project' button then share the Project using Outreach Workbench.

Use the 'Lock Application Form' / 'Unlock Application Form' button to lock / unlock the application form.

# Submission

The British Council will 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. In order to carry out the selection process for the travel grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on travel grants will be made in collaboration with them.

Please note that a confirmation email containing your ID application number will be sent to your email address. If you do not receive the email following the submission of this form, sometimes with institutional email addresses, the mail goes to junk mail or Spam. Please check with your IT services to release a mail from [applications@britishcouncil.org](mailto:applications@britishcouncil.org) or [GMT.admin@gmt.britishcouncil.org](mailto:GMT.admin@gmt.britishcouncil.org) . Please add [applications@britishcouncil.org](mailto:applications@britishcouncil.org) [,GMT.admin@gmt.britishcouncil.org](mailto:%2CGMT.admin@gmt.britishcouncil.org) and

[UK-researcherlinks@britishcouncil.org](mailto:UK-researcherlinks@britishcouncil.org) to your safe senders list. If you still cannot find the confirmation mail, contact us: [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org) within 3 working days from the deadline. Your application ID number should be mentioned in all the communications with the British Council.

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

Your application ID is shown below. Please use this ID in all correspondence with British Council.

Application ID

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