

**TRAVEL GRANT GUIDELINES JULY 2015**

1. **Background**

Tackling global challenges – such as extreme weather conditions, urbanisation, access to affordable health care, food and energy security and meeting the social and economic needs of a growing population – requires an integrated research and innovation approach, bringing together communities from different disciplines, sectors and countries in high-quality collaborations. The Researcher Links Programme aims to build UK-Partner country research and innovation collaborations centred on these shared research and innovation challenges which have **direct** relevance to our partner countries’ social welfare and economic development.

This Call for Researcher Links Travel Grants is designed to provide financial support for early career researchersin partner countries to visit an institution in the UK or vice versa.

The programme is supported by British Council and partner country funding (<http://www.britishcouncil.org/education/science/current-opportunities>[)](http://www.britishcouncil.org/education/science/newton/).

1. **Overview of the funding opportunity**

The aim of Researcher Links Travel Grants is to enhance and strengthen links for future collaboration, build research capacity in developing economies and enhance the researchers’ career opportunities. The call is open to all researchers meeting the requirements listed below, including, but not limited to, participants in Researcher Links workshops. The permitted duration of the visit depends on the country of origin and country of destination.

Proposals may be for visits for research in any discipline listed in section 4 below, from the natural sciences, social sciences, arts and humanities, unless specified otherwise for individual countries.

Please see Annex 1 for country specific guidance.

In the July 2015 call, we are inviting proposals for Researcher Links Travel Grants for travel to or from the following partner countries and UK:

**Egypt, Colombia, Kazakhstan, Philippines, Thailand, Vietnam**

Further countries may join the July call.

Subsequent calls for proposals may involve different partner countries.

1. **Scope of the Programme**

All Researcher Links Travel Grants have the following three overarching objectives:

* **Support international development-relevant research** –Travel Grants are intended to support research areas relevant to the economic development and social welfare of partner countries.

* **Contribute to capacity building of early career researchers** – The proposal should include a description of the capacity building potential of the project (both for the individual applicant, and other potential beneficiaries), and the longer term impact that the project could achieve.

**Establish new research links or develop existing links** – Travel Grants are intended to either support new links, or to develop existing links with the potential for longer term sustainability. Applications to return to the research group where the applicant carried out their PhD research or have previously taught will only be considered if they clearly demonstrate the latter. In their proposal applicants must include:

* the specific outputs anticipated from the visit
* an explanation of the benefit to researchers and their institutions
* exploration of any potential longer term benefit that might arise, thinking about who might benefit and how, and describing the actions that will be taken to ensure that potential impact is realised a clear description of how the individuals and research groups involved intend to sustain their collaboration.

1. **Relevance to economic development and social welfare**

Researcher Links Travel Grants are intended to support research areas relevant to the development of partner countries.

For the purpose of the Researcher Links Programme, we define research and innovation with development relevance as activities that have the potential to contribute to the economic development and social welfare of low- and middle-income countries, benefitting poor and vulnerable populations in these countries. In order to be considered for funding under this Programme, all proposals must clearly articulate a plausible pathway to positive impact on these populations within a short- to medium-term timeframe (3-15 years). Applications which do not meet this criterion cannot receive Researcher Links funding.

Under this Programme, topics can fall into one or more of the following research and innovation challenge areas (unless specified further in Annex 1 for individual countries). Multidisciplinary proposals are welcome, which may include Social Sciences and Arts and Humanities. The challenge areas are as follows:

* Agriculture (e.g. irrigation, crop yields)
* Climate and environment (e.g. climate change, green technology, sustainable development, ecosystem services, resource scarcity)
* Sustainable energy for all
* Education research and innovation for development
* Economic growth (e.g. equitable growth, financial sector development, private sector development)
* Health (e.g. HIV/AIDS, malaria, tuberculosis, neglected tropical diseases, child mortality, maternal health)
* Water and sanitation
* Food and nutrition (including food security)
* Demographic change and migration
* Rural and urban development
* Infrastructure (including civil engineering, information and communication technologies, big data for social and economic development)
* Humanitarian disasters and emergencies, disaster risk reduction
* Resilient and connected communities
* Governance, society and conflict (e.g. transparency, accountability, effective institutions, land and natural resource rights, poverty alleviation, social development, structural inequalities, violence and security, peace building, civil society)
* Development-relevant data collection, quality and access (including administrative data and macroeconomic statistics).

1. **Eligibility**

* Applicants must be based either in the UK, or in one of the partner countries listed above, and be affiliated with a recognised publicly funded research establishment or public or private Higher Education Institution.
* A supporting letter must be provided to confirm that the applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit.
* Applicants can be of any nationality, but they must be able to secure a visa for the country which they plan to visit (please see Annex 1 for exceptions).
* Travel may only be between the UK and partner country, but can be in either direction.

Country-specific guidance on the eligibility of applicants at different stages of their careers (i.e. early career researchers or researchers at any stage of their career) can be found in Annex 1.

**Only one application may be submitted per researcher.** Duplicate applications are eligible, even if they are to different countries. Please note that researchers who have already received a Researcher Links Travel Grant are not eligible to apply in this current call.

**Travel must take place before 30 November 2016.**

1. **Funding**

Applicants must provide a budget request with their proposal.

The Travel Grant is calculated using five flat rate categories: Travel, Visa, Insurance, Subsistence, Consumables.

Additional support based on direct costs can be requested to contribute towards extra costs of the visit associated with childcare or special needs. These will be approved on a case by case basis.

**Please see Annex 4 for** **maximum amounts that can be requested in each budget category and for details on financial reporting**.

The flat rates are designed to make funding easier to manage. Successful applicants will be able to use underspend under one budget category to cover the costs under a different category (e.g. any underspend on the budget to cover the travel can be used to cover other costs for subsistence), providing the total budget is not exceeded.

Please note that although the grant contribution will be calculated using flat rate contributions, researchers and their institutions will be asked to keep and submit receipts and invoices to demonstrate their spend until 31 December 2022.

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.

While the maximum contribution cannot be exceeded, applicants can request less in which case the amount requested cannot be increased at a later stage.

Please also note that the final value of the award will be specified in the Grant Agreement. The British Council and partner funders will not increase the value of an award at a later stage.

**Travel:** travel costs for researchers travelling to the country where the visit takes place. This also covers costs for luggage and travel insurance as well as local transport on the day of travel. International (economy return) airfares should be booked as far in advance as possible to minimise costs.

**Visas :** costs for visas. Information on UK entry regulations for visiting researchers can be found on the Euraxess website: <http://www.britishcouncil.org/new/euraxess/euraxess-living/euraxess-living-entry-regulations/>

**Insurance:** successful applicants must take out adequate insurance as the British Council cannot take responsibility for any problems which may occur during the visit. Successful applicants accept full responsibility for all aspects of the visit and take out insurance for any risks associated with taking part in travelling abroad, including all unexpected and uncontrollable events. The British Council will not be liable for the consequences of any such risks or any costs incurred.

**Subsistence:** costs for accommodation and other daily expenses such as phone and local transport. Subsistence is calculated using unit costs for each month (1 month is intended as 4 weeks), and is specific to the country of destination.

**Consumables:** a small amount can be requested to cover consumables. However, it is expected that the receiving laboratory or department will provide most of these resources.

**Additional support for childcare and special needs:** The British Council is committed to equal opportunities and diversity. Additional support for childcare can be requested by applicants, as a contribution to additional childcare costs incurred as a result of the visit, or for special needs. Sufficient justification must be provided to support the request and these will be considered on a case by case basis.

**Successful applicants must make their own travel and accommodation arrangements. The British Council cannot assist in requesting visas or taking out insurance required to carry out their visit.**

**Payment of the grant**

The British Council will sign the Grant Agreement with the successful applicant’s home institution, The home institution then receives the grant payments and disburses the funds to the researcher.

Payments will be processed in two instalments:

**Pre-financing payment:** 90% of the budget approved following budget checks by the British Council will be transferred to the home institution within 30 days of British Council signature of the Grant Agreement.

**Post-visit payment or recovery of the balance:** the amount of the final payment to be made to the successful applicant’s home institution will be established on the basis of a final report. If the visit has not taken place, or if the duration is shorter than planned, resulting in a reduction in costs, the final payment may be withheld and if necessary the entire grant, or a proportion of it, recovered.

Successful applicants must submit a final report within 30 days of their visit. A final report template will be sent to successful applicants and will include a financial and a narrative part.

As the Researcher Links Travel Grant is calculated using flat rates, in most of the countries, successful applicants will not need to submit detailed receipts for each expenditure but only proof that the visit took place (e.g. boarding cards, proof of insurance, visa, accommodation) and a signed certificate of attendance from the host institution. However, please see Annex 4 for details on reporting requirements for individual countries.

If there is insufficient evidence in the final report that the visit took place as proposed in the application, then additional information may be requested prior to the final balance payment, or any underspend of the grant may be returned to the British Council.

**Different reporting rules may apply where visits are fully or partially funded by in-country partner organisations**

**Underspend**

In cases where grantees have spent less than the proposed budget, underspend will not be awarded for further research activity unless requested by the researcher and agreed by the British Council. Requests for underspend awards should be sent by email to [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org) with a letter of support from the host institution before additional expenses occur.

1. **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/>) or contact us at [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org) for further guidance.

1. **Submission process**

The submission deadline is **16:00 UK time on 28 September 2015**. Proposals submitted after the deadline will not be considered for funding.

Applicants **must** submit a completed online application form

(<https://britishcouncil-cxobw.formstack.com/forms/application_form_rl_tg_july_2015>)

Submissions by email will **not** be accepted. The online form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded. Any problems with the online system should be reported before the application deadline to: UK-ResearcherLinks@britishcouncil.org.

To assist you in developing your application and sharing content with your partners, you can access a Word version of the online form here LINK TO WORD APPLICATION FORM. This is solely to allow you to develop your responses in a convenient format. The final version of your application **must** be submitted using the online form.

In addition to completing the online form, applicants are required to upload the following supporting documents:

* **A signed statement of support from the Head of Department (or equivalent) of your current home institution.** This should include information on:
* how your institution will help you prepare for the visit
* arrangements for support during your visit
* how the institution will support you in sustaining the link

The letter must also include confirmation that the home institution is willing to sign the grant agreement and be responsible for managing the funds awarded to the successful applicant.

The letter should confirm that the applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit. The letter should be in Word or pdf format, and submitted online together with the application form.

* **A signed letter of invitation from the Head of Department (or equivalent) of the host institution where the visit will take place.** This should include
* information on how the host institution will help the applicant prepare for the visit
* arrangements for support during the visit (waiving of bench fees, support for finding accommodation and any language training needed, induction to the institution etc.)
* how the institution will make a genuine effort to support the applicant in t sustaining the link.

This should be in Word or pdf format, and submitted online together with the application form.

* The statements of support from the two Heads of Department should also include comments on the following questions:
  + Why is the research important, especially with respect to the international development impact?
  + Why do you want to make contact with this institution?
  + How will the link be sustained?
* Before the completed application form can be submitted to the system, applicants will be asked to confirm in the online form that they have satisfied British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process.

Once the online application is submitted, the system will generate a unique application ID number. Applicants must note this number and use it in all communications with the British Council. Applicants who have not received this ID number should contact the British Council at [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org)

1. **Selection process**

There will be a two-step selection process, an eligibility check (please see Annex 2) and Review Panels in the UK and partner countries. The UK panel score will inform the final funding decision made in-country in collaboration with national stakeholders and partner funding organisations. Eligible applications will be assessed in the UK by one of five Review Panels:

* + **Biological and Medical Sciences**
  + **Environment, Agriculture and Food Sciences**
  + **Engineering and Physical Sciences**
  + **Social Sciences**
  + **Arts and Humanities**

Applicants must indicate in their online application form which Review Panel their application should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant must indicate **only one Review Panel**.

Proposals are assessed by two reviewers against the criteria at Annex 3. The Review Panel then gives each application a final score from 0 to 60 and ranks them. Those receiving a final score from the Panel meeting of less than 30 will be considered not fundable. However, please note that achieving an average score equal to or above the threshold does not mean that the proposal will be funded.

Country-specific priorities and challenge areas will be considered in the final decision, in addition to the general assessment criteria under this Programme. Please see Annex 1 for priority and challenge areas by country.

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

**Notification of results**

Applicants whose application is rejected at the eligibility stage will have 1 week to appeal against the decision. Successful applicants will be notified approximately 3 months after the call deadline.

1. **Data Protection**

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

* + Use the information provided in the application for processing the application, making any consequential award, for the award payment, monitoring, maintenance and review of the award. In some cases information will be shared with national programme partners for the purpose of selection and monitoring of the award.
  + Make information on the successful applications available to the public on their website and other publicity, and in reports and documents.
  + Contact applicants in the future to inform them about future British Council opportunities.

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

**Contact details**

All queries or comments about this call should be addressed to the Institutional Links email address [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org).

**Annex 1 – Country-specific guidelines**

In addition to the guidance given in the main body of this document, further conditions may apply to individual participating countries. These are specified in the table below. **Please refer to this annex for more information before developing your proposal.**

**Note on the definition of early career researchers:** For the purpose of this call, we define 'early career researcher' as being at the level of ‘R2 –

Recognized Researcher’ or at the very beginning of R3 level as specified in the European Framework for Research Careers ‘Towards a European framework for research careers’ for guidance on early career researcher profiles

[(http://ec.europa.eu/euraxess/pdf/research\_policies/Towards\_a\_European\_Framework\_for\_Research\_Careers\_final.pdf](http://ec.europa.eu/euraxess/pdf/research_policies/Towards_a_European_Framework_for_Research_Careers_final.pdf) ). We would expect early career researchers to be at the beginning of their research careers and to have been awarded their PhD not more than 10 years prior to applying for the Travel Grants, 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 pre-requisite for established research activity, they will still be considered eligible.

**Note on country/partner research priorities:** Please note that proposals must be within the research challenge areas listed in Section 4. In addition some countries have specified research priorities within these challenge areas.

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| **MOROCCO** |
| **In country partner organisation**: Centre National de la Recherche Scientifique et Technique |
| **Maximum travel duration**: 3 months |
| **Country/partner research priorities:** humanities, pure sciences |
| **Additional criteria**: Travel must take place before 30 November 2016 |
| **PERU** |
| **In country partner organisation**: |
| **Maximum travel duration**: |
| **Country/partner research priorities:** |
|  |

**Annex 2 – Eligibility Criteria checklist**

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| The application has been submitted by the applicant by the published deadline. |  |
| The application has been submitted using the correct online application form. |  |
| The applicant has enclosed the 2 supplementary documents required. |  |
| The application form is completed in full and complies with instructions given. |  |
| The application form and supporting documents have been completed in English. |  |
| The applicant has submitted only 1 application under this call for Travel Grant proposals (call Julyl 2015). |  |
| The home institution is based in one of the countries eligible under this call for Travel Grant proposals (July 2015). |  |
| The host institution is based in one of the countries eligible under this call for Travel Grants (July 2015). |  |
| The applicant is an early career researcher (*The term 'early career researcher' refers to researchers at the beginning of their research careers. We would expect early career researchers to have been awarded their PhD not more than 10 years prior to applying for the Travel Grant, 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 pre-requisite for established research activity, they will still be considered eligible*) |  |
| The international mobility happens between the UK and one of the participating countries or vice versa. |  |
| The applicant will return to his/her home institution in a research capacity for at least six months after the end of the visit (demonstrated via the supporting letter from the institution). |  |
| The home institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities). |  |
| The host institution is a recognised publicly funded research establishment or Higher Education Institution (can include private Universities). |  |
| The applicant has not received a Researcher Links Travel Grants within earlier Calls for Researcher Links Travel Grants |  |
| The home institution 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 to British Council requirements by responding to pre-submission questions in the online application form |  |

**Annex 3 - Scoring system**

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK, and the final funding decisions will be made in discussion with British Council country office and in-country partners, if applicable. 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

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| --- | --- | --- |
| **Section 1 – Relevance to economic development and social welfare** |  | **YES/NO** |
| The proposal clearly articulates a plausible pathway 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 (3-15 years).  Please see section 4 of the guidelines for further details. |  |  |
|  | **Score** | **Range** |
| **Section 2 – Research quality and background** |  | **0-20** |
| The academic importance and timeliness of the research topic is clearly demonstrated.  The applicant has sufficient relevant experience to undertake the proposed research visit and achieve the stated objectives.  The collaborating institutions are of appropriate academic standing. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |
| **Section 3 – Research visit and proposal** |  | **0-20** |
| The description of the proposed research visit includes clear, feasible and realistic objectives and outputs**.**  There is clear evidence that the proposed research visit supports new links or significantly extends and develops existing links.  The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.  If the applicant is returning to visit the research group where she/he carried out their PhD research or previously taught, there is clear evidence that the proposed research visit will expand added value to the collaboration.  There is strong evidence of support from both the home and host institutions. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |
| **Section 4 – Sustainability and capacity building** |  | **0-20** |
| The proposal includes a clear and feasible description of how the individuals and research groups involved intend to sustain their collaboration over the longer term.  The potential in terms of professional development and capacity building for the applicant and other potential beneficiaries is clearly described. | **20 points:** Meets all criteria to an exceptional level  **16 to 19 points:** Meets the majority of the criteria to a very high level  **11 to 15 points:** Meets the majority of the criteria to a high level  **6 to 10 points:** Meets the majority of the criteria to an adequate level  **1 to 5 points:** Meets some of the criteria to an adequate level  **0 points:** Fails to meet any of the criteria to an adequate level. | |

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| **TOTAL SCORE FOR QUALITY ASSESSMENT**  **(Section 1 + Section 2 + Section 3)** |  | **0-60** |

**Annex 4 - Budget**

Researcher Links Travel Grants are intended to be a contribution to the travel, subsistence, visa, insurance costs that researchers incur during their visit. Contributions towards these costs have been calculated using flat rates, depending on the country of the proposed visit and the duration of the visit. Please note that the unit costs given below constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less, in which case the amount requested cannot be increased at a later stage.

A small amount, up to £250, can be added for consumables (however, it is expected that the receiving laboratory or department will provide most of these resources). The maximum amounts for each part of the grant, and the maximum total grant that can be requested are shown in the table below, but it is expected that the requested budget reflects the actual costs expected to be incurred.

Additional support based on direct costs can be requested to contribute towards extra childcare costs associated with the visit (up to a maximum of 5% of the subsistence costs requested) and special needs.

Support for special needs should be requested in writing (UK-ResearcherLinks@britishcouncil.org). Requests will be assessed and agreed on an individual basis.

Subsistence amounts have been calculated referring to EC Programmes and British Council local information. Please note that 1 month is considered weeks.

Please note that the grant must not be used to cover staff costs.

**Direction of travel: UK to partner country**

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| **Country of departure** | **Country of destination** | **Maximum travel costs** | **Accommodation and**  **Subsistence\***  **(per month)** | **Maximum**  **Visa costs** | **Maximum travel**  **insurance costs**  **per month** | **Maximum consumables / Bench fees per month** |  | **Maximum Total cost** | | |  |
| 2-month  visit | 3-month  visit | 4-month visit | 5-month  visit | 6-month  visit |
| United Kingdom | Morocco | £500 | £1,500 | £150 | £65 | £250 |  |  |  |  |  |
| United Kingdom | Peru | £ | £ | £ | £ | £ |  |  |  |  |  |

**Direction of travel:** **Partner country to UK**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Country of departure** | **Country of destination** | **Maximum travel costs** | **Accommodation and**  **Subsistence\***  **(per month)** | **Maximum**  **Visa costs** | **Maximum travel**  **insurance costs**  **per month** | **Maximum consumables/ Bench fees per month** |  | **Maximum Total cost** | | |  |
| 2-month  visit | 3-month  visit | 4-month  visit | 5-month  visit | 6-month  visit |
| Morocco |  | £500 | £1700 | £150 | £65 | £250 |  |  |  |  |  |
| Peru | United Kingdom | £ | £ | £ | £ | £ |  |  |  |  |  |