

## RESEARCHER LINKS RUSSIA WORKSHOPS - GUIDELINES FOR APPLICANTS JULY 2017 VERSION 0.3

This call is for links with Russia

Call opens: 10 July 2017

Call closes: 19 September 2017

### 1. Background

Researcher Links Workshop grants are designed to provide financial support to bring together a UK/Russia bilateral cohort of early career researchers to take part in workshops to meet the overarching objectives. The programme is supported by UK government and Russian partner funding.

Each workshop will be co-ordinated by two Leading Researchers<sup>1</sup>, one from each country, and will focus either on a specific research area or on an interdisciplinary theme (for example 'Sustainable Cities'). Workshop co-ordinators 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.

Proposals in any discipline/multidisciplinary area will be accepted (including the natural sciences, social sciences, and arts and humanities). However, some countries have specified priority research areas (see Appendix 1 for country specific guidance).

This call for Researcher Links workshops has the following overarching objectives:

- **Establish new research links or significantly develop existing links, with the potential for longer term sustainability** – Co-ordinators must outline the specific outputs anticipated from the workshop. The aim of the workshop is to stimulate longer term links between the UK and Russia, 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 Russian 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.
- **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. Workshop co-ordinators should indicate how they envisage

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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 document '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).  
Co-ordinators 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.

this occurring, including any plans for long-term mentoring of early career researchers (either within each country, or cross-nationally).

## 2. Overview of the funding opportunity

There will be 9 awards in total under this call – 5 awards for organising Researcher Links workshops in Russia and 4 awards for organising Researcher Links workshops in the UK. All workshops must be held between 1<sup>st</sup> of June 2018 and 31<sup>st</sup> of December 2018. Workshop Co-ordinators may apply for funding workshops to be held in both countries. In this case, two separate applications must be submitted to the British Council and justification must be provided for holding two workshops (please see section “16. Application process” for details).

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.** Please see list of eligible UK research institutions [here](#). Please contact us at UK-Researcherlinks@britishcouncil.org if you are in doubt about the eligibility of your institution.

UK institutions can partner with institutions affiliated to other UK institutions, (e.g. an overseas campus) to deliver workshops provided that the workshops also include other eligible higher education institutions or research organisations in Russia. Applicants will need to work closely with and include early career researchers from the institutions based in Russia that are not affiliated to a UK university.

## 3. Eligibility

Leading Researchers may apply to be workshop co-ordinators and must propose a theme for the workshop using the online application form [here](#) (<https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>). The proposal must be a joint application, with one co-ordinator based at a UK institution and one based in Russian institution. 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 co-ordinator, 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 Russia
- Both Principal Applicants must be Leading Researchers or Established Researchers
- Principal Applicants cannot assume role of workshop Mentors
- Principal Applicants must be permanent employees 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 in Appendix 1
  - 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).
- 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.
- Organisations affiliated to higher education institutions in the UK or any other country and based in Russia, (e.g. an overseas campus) may apply as the Lead Institution in Russia provided that other eligible higher education institutions or research organisations are also involved as Associated Partners in-country.
- Organisations cannot apply as Lead Institutions in Links with their *own* affiliates in other countries.

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/sites/default/files/eligible\\_uk\\_research\\_organisations\\_v.10.pdf](https://www.britishcouncil.org/sites/default/files/eligible_uk_research_organisations_v.10.pdf)

**For Russia, 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 (unless specified otherwise in Appendix 1) will be rejected during these checks. Please see Appendix 2 for a full list of eligibility criteria.

#### 4. Location of the workshops

5 workshops will be held in Russia and 4 workshops will be held in the UK.

#### 5. Duration of the workshops

The minimum duration of a workshop is three (3) days and the maximum duration is four (4) days.

#### 6. Timing of the workshops

Workshops must take place between **01 June 2018 and 31 December 2018.**

#### 7. Participation in the workshops

The two workshop co-ordinators must identify up to 4 Leading/Established Researchers (see footnote on page 1 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. (Workshop coordinators cannot be identified as mentors as well). The maximum number of participants per workshop is 40 (including co-ordinators, mentors and early career researchers). The minimum number is 26 (including co-ordinators, mentors and early career researchers). Participants must be based in the UK or in Russia.

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 workshop co-ordinators. 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), with allowances made for career breaks. 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 workshop co-ordinators:** Co-ordinators submit the online application form along with a budget request, determine the workshop theme and shape the content/agenda of the workshop. Workshop co-ordinators – overseen by the relevant British Council country office and

in-country partners, if appropriate – will also be responsible for selecting early career researchers to participate in the workshop if the proposal is successful.

Under this call for proposals, workshop co-ordinators will be responsible for all organisational aspects of the workshop logistics (including travel arrangements for participants and booking of the workshop venue).

The grant agreement will be signed by the UK workshop co-ordinator's home institution which will be responsible for the management of the grant (including financial reporting). For workshops to be held in Russia, the Russian host institution will also be signing the agreement with the Russian Foundation for Basic Research who are co-funding partner of the programme.

**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. Ideally, they would also remain in contact with the early career researchers after the workshop has finished.

## 8. 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.

## 9. Thematic focus of the workshops

All natural sciences, social sciences and humanities are covered. Clinical research is excluded.

## 10. Content of the workshop

Workshop co-ordinators 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, and all participants encouraged to share knowledge, experience and ideas. Workshop co-ordinators and mentors should share their expertise.

Suggested sessions:

- Formal keynote lectures by the workshop co-ordinators 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. This could be in poster format or oral presentations.
- Networking sessions where researchers are able to interact and explore opportunities for collaboration, (e.g. speed-networking sessions).
- Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and Russia – how research is funded, size, strengths, international collaborative activity and links with industry.
- Career development opportunities in the UK and Russia. This could be an informal discussion amongst the researchers or a more structured look at career development.
- How to form international collaborations (intercultural skills, challenges, opportunities, best practice, etc.).
- Optional content within workshops (where appropriate these sessions would be welcome but applications will not be disadvantaged if they do not include them):

- Depending on the research field or theme of the workshop, co-ordinators may wish to include a session which invites industry or other non-academic partners to talk about cross-sector collaboration.
- Public engagement activity/visit to a relevant research facility.

## 11. Recruitment of participants

Following the selection process, successful workshop co-ordinators will be responsible for recruiting participants to the workshops. Participants must be based in the UK or in Russia.

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>2</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 co-ordinators. Early career researchers selected for participation in the workshop must be notified at least 2 months prior to the first day of the workshop.**

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 co-ordinators can adapt as appropriate, and British Council in-country teams will be available to offer advice and oversight where necessary.

The maximum number of participants per workshop is 40 (including co-ordinators, mentors and ECRs). The minimum number is 26 (including co-ordinators, mentors and early career researchers)

Equal opportunities and diversity are at the heart of the British Council's cultural relations ambitions. Co-ordinators 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.

## 12. Funding

Maximum British Council funding available for one Researcher Links workshop in Russia is £37,600. Researcher Links workshops in Russia will be co-funded by the Russian Foundation of Basic Research. Total value of British Council's and RFBR grants will be approximately £50,600 (subject to exchange rate fluctuations).

Maximum British Council funding available for one Researcher Links workshop in the UK is £51,940.

Please see Appendix 1 for country-specific limits.

The grant contribution given to support the organisation of the Researcher Links workshops is calculated using a combination of flat unit rates per person and accountable costs.

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.

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<sup>2</sup> Examples of dissemination channels:

- Euraxess: [www.euraxess.org.uk](http://www.euraxess.org.uk)
- UK Research Staff Association: <http://www.vitae.ac.uk/researchers/205761/UK-Research-StaffAssociation.html>
- British Institute at Ankara website: <http://www.biaa.ac.uk/home/>
- British Academy Africa Desk: <http://www.africadesk.ac.uk/pages/home/>

There are five budget categories: International travel, Domestic travel, Subsistence, Event costs per day and Additional workshop costs.

**Please see Appendix 1 for maximum amounts that can be requested in each budget category.** Applicants are required to provide a budget request upon submission of their proposal.

### **International travel**

This is a contribution towards: travel costs to the country of the workshop visa costs, travel insurance and local transport to the workshop venue for international participants. It is calculated using a unit cost for each workshop participant, at the travel rate stated for the country where the workshop takes place.<sup>3</sup> International economy class airfares should be booked by the workshop co-ordinators as far in advance as possible to minimise costs.

Workshop co-ordinators and workshop participants must take out adequate insurance. The British Council cannot take responsibility for any issues which occur when the participants are in-country.

### **Domestic travel**

This covers costs of domestic travel to the venue for workshop participants based in the country where the workshop takes place. The domestic travel contribution is calculated using a unit cost for each workshop participant and is specific to the country where the workshop takes place.

### **Subsistence**

This covers the costs of accommodation, medical insurance and daily expenses such as phone and local transport. Subsistence is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

### **Event costs**

This covers the costs of venue hire and meals. The event rate grant contribution is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop, and is specific to the country where the workshop takes place.

### **Contribution to additional workshop costs**

Workshop co-ordinators can request a sum to cover:

- Additional event costs not already covered, e.g. projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities).
- Administrative costs such as communications cost, printing costs and stationery.

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

### **Payment of the grant**

Researcher Links workshops grant will be paid in 2 instalments: a 90% pre-financing payment will be paid within 30 days of signature of the Grant Agreement, and 10% post-workshop payment, or a recovery, on approval by the British Council of a final report submitted by the workshop coordinators. If the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged, resulting in a reduction in costs, the final payment may be withheld and if necessary a proportion of the grant recovered.

The Researcher Links Grant Agreement will be signed by the UK workshop co-ordinator's home institution which will be responsible for the management of the grant (including financial reporting). For workshops to be held in Russia, the Russian host institution will also be signing

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<sup>3</sup>Costs of any additional travel during the workshop – for international and domestic participants – may be covered using the subsistence budget.

the agreement with the Russian Foundation for Basic Research who are co-funding partner of the programme.

Funding offered under the Researcher Links programme is intended as a **contribution** towards the costs of the workshops. Workshop co-ordinators 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.

## 13. Reporting

Workshop co-ordinators must submit a final report within 30 days after the workshop as a condition of the grant. The final report template 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. Workshop co-ordinators will be asked to send the link to the baseline survey to their participants and also to administer the post-workshop questionnaire.

## 14. 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 Russia, 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 [UK-ResearcherLinks@britishcouncil.org](mailto:UK-ResearcherLinks@britishcouncil.org) for further guidance.

## 15. 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.

Co-ordinators 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 [UK-ResearcherLinks@britishcouncil.org](mailto:UK-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/sites/default/files/equality\\_policy\\_1.doc](https://www.britishcouncil.org/sites/default/files/equality_policy_1.doc).

## 16. Application process

For Researcher Links workshops in Russia two application forms need to be submitted – one joint application form via the British Council online system and one application form to the Russian Foundation for Basic Research.

For Researcher Links workshops in the UK applicants must submit one application form via the British Council online system.

It is allowed to submit applications for Researcher Links workshops both in Russia and in the UK. In this case justification for holding two workshops must be provided.

Below are the rules of submitting an application via the British Council online system.

Email submissions will not be accepted. The online form and a word version can be found on the opportunity webpage ( [www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017](http://www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017) ). Word versions are for information only. Your application must be submitted using the online process.

Online application form: <https://apply.gmt.britishcouncil.org/outreach/workbench.ofml>

To commence your online application you will be required to register as a new user or if you registered in a previous call, simply log into your existing account with your login and password. As a new registrant, please refer to our Step by Step Guide ([www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017](http://www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017) ). You will receive a password enabling you to log on to the application system. There are British Council application forms for several different programmes available.

**Please ensure you select Apply for a Researcher Links Workshop Grant.** (The system will only allow you to select one application so it is very important to select the correct application at this time).

The online application 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.

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 signed letters of support for the workshop from the Head of Department (or equivalent). One letter from the UK institution and one from the partner institution. (Letters should be written on headed paper and uploaded in Word or pdf format. 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 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.

Any problems with the online submission system should be reported to the following email address: [UK-ResearcherLinks@britishcouncil.org](mailto:UK-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 Russian institutions**
- The UK or Russian co-ordinators' 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 this 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. Any other documents sent late or separately will not be considered.**

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 UK-ResearcherLinks@britishcouncil.org.

## 17. Application assessment and notification of results

Applications will be assessed against the eligibility and quality criteria (Appendix 2 and 3). Applicants whose application is rejected at the eligibility stage will have one week to appeal against the decision.

## 18. Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Appendix 1 and the Eligibility Checklist at Appendix 2.

Eligible proposals then undergo independent external quality review on the basis of quality, fit to development needs and country priorities and the overarching Researcher Links Workshops objectives.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

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

Workshop co-ordinators must indicate in their online application form which Review Panel their proposal 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 can indicate only one Selection Panel.

In the UK, Workshop proposals will be assessed by two reviewers against the quality criteria in Appendix 3. 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.

The final selection decision will be made in-country in collaboration with national stakeholders and partner funding organisations. National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme. Please see Appendix 1 for priority areas by country.

Successful applicants will be notified approximately 4 months after the call deadline.

## 19. Call deadline

The submission deadline is **16:00 UK time on 19 September 2017**. 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.

## 20. Data protection

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, Energy and Industrial Strategy, and with our funding partners in Russia 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 at [infogovernance@britishcouncil.org](mailto:infogovernance@britishcouncil.org) or see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>.

## 21. 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.

## 22. 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: [www.britishcouncil.org/organisation/structure/status](http://www.britishcouncil.org/organisation/structure/status)).
- The successful applicants will be expected to undertake activities in the UK and in Russia

- 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: ([www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017](http://www.britishcouncil.org/education/science/current-opportunities/workshop-grants-non-newton-july-2017)). 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 [UK-ResearcherLinks@britishcouncil.org](mailto:UK-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: COUNTRY-SPECIFIC GUIDANCE AND GRANT RATES

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.

### Calculating your budget request

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs for each country where the workshop takes place, please refer to country specific grant rates tables in this Appendix 1.

**International travel** unit rates and visa costs should be multiplied by the number of international participants.

**Domestic travel** unit rates should be multiplied by the number of domestic participants.

**Subsistence** should be multiplied by the combined number of International and domestic participants and by the number of days the workshop lasts.

**Event costs** should be multiplied by the combined number of International and domestic participants and by the number of days the workshop lasts.

**Additional workshop costs** must be a maximum of £2200.

**EXAMPLE 1: The budget for a workshop lasting 4 days and taking place in Russia attended by 20 UK-based researchers and 20 Russian-based researchers would be calculated as follows:**

**20 X £870 (international travel including visa) = £17400**

**20 X £150 (subsistence costs) = £3000 X 4 days (duration of the workshop) = £12000**

**40 X £37.5 (event rate) = £1500 X 4 days (duration of the workshop) = £6000**

**£2200 (additional workshop costs)**

**= £37,600 total maximum contribution that can be requested.**

**Please note that domestic travel and accommodation in Russia for Russian researchers will be covered by the RFBR grant in roubles and is limited to approximately £13,000 per workshop (subject to exchange rate fluctuations).**

**EXAMPLE 2: The budget for a workshop lasting 4 days and taking place in the UK attended by 20 Russia-based researchers and 20 UK-based researchers would be calculated as follows:**

**20 X £770 (international travel including visa) = £15400**

**20 X £156 (subsistence costs for Russian researchers) = 3120 X 5 nights = £15600**

**13 X £200 (domestic travel) = £2600 (13 participants are 2/3 of 20 UK participants – these are people who might be arriving at the workshop's venue from various parts of the UK)**

**13 X £156 (subsistence costs for UK researchers based outside of the workshop's venue) = 2028 X 5 nights = £10140**

**40 X £37.5 (event rate) = £1500 X 4 days (duration of the workshop) = £6000**

**£2200 (additional workshop costs)**

**= £51,940 total maximum contribution that can be requested.**

<b>RUSSIA</b>		
<b>National co-funder:</b>	The Russian Foundation for Basic Research	
<b>Research priorities:</b>	All natural sciences, social sciences and humanities are covered. Clinical research is excluded.	
<b>Additional eligibility criteria:</b>		
<b>Grant rates</b>	Workshops in Russia Up to £37,600 British Council funding + up to £13,000 RFBR funding = £50,600 in total	Workshops in the UK Up to £51,940
<b>International travel:</b>	£870	£770
<b>Domestic travel:</b>	Funded by the RFBR	£200
<b>Subsistence costs per person per day:</b>	£150	£156
<b>Event costs per person per day:</b>	£37.5	£37.5
<b>Additional workshop costs:</b>	£2200	£2200
<b>Submission process</b>	<p>Applicants should submit one application via the UK system. For Researcher Links workshops in Russia, a separate application must be submitted to the Russian Foundation for Basic Research.</p> <p>Full information and details about the Russian part of the call will be published on RFBR's web-site (<a href="http://www.rfbr.ru">www.rfbr.ru</a>) not later than July 18<sup>th</sup>.</p> <p>Contact person in RFBR: Asya Mirzabekova, <a href="mailto:asya@rfbr.ru">asya@rfbr.ru</a></p>	

## APPENDIX 2: 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 co-ordinators' 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 co-ordinator 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 June 2018 and 31 DecemberJanuary 2018	
The institutions where the workshop co-ordinators are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities)	
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 3: QUALITY REVIEW 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 the Russian Foundation for Basic Research (for workshops in Russia). Proposals with an average score of less than 30 points are considered not fundable.

Section 1: Relevance to economic development and social welfare – NOT RELEVANT FOR RUSSIA	Score	Range
The proposal clearly articulates a plausible pathway along which the research may contribute to the economic development and social welfare of the partner country and lead to positive impact on the lives of people on a low income within a reasonable timeframe (10–15 years). Please see guidance for applicants for further details.	N/A	YES/NO

Section 2: 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 workshop co-ordinators 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 3: Workshop proposal	Score	Range
<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 Russian 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 will structured with interactive sessions.</li> </ul>		0–20
	<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: Sustainability and capacity building	Score	Range
<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 workshop co-ordinators' institutions intend to sustain their collaboration over the longer term.</li> </ul>		0–20
<p><b>Total score for quality assessment (Section 2 + Section 3 + Section 4)</b></p>	Score	Range
		0–60