

## Call for Application

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# EMaDA: Guangdong Pre-Service Secondary English Teacher Lesson Study Research

**Application Submission Deadline: 23:59 UK time, 17 June 2022**

Released on 25 May 2022

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# Overview of the British Council

We build connections, understanding and trust between people in the UK and other countries through arts and culture, education, and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world.

We help young people to gain the skills, confidence, and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications.

We are funded by a grant-in-aid from the UK government and with significant additional income from partnership agreements, contracts, teaching and exams.

Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

## English Programmes

The British Council's work in English Programmes aims for transformational change in English language policy and practice. We believe that better teaching and learning of English increases academic and career opportunities and enables people to participate actively in a global society. Our research and innovation with UK and overseas partners provide evidence of 'what works' in English language teaching and learning and contribute to the development of English language teaching and learning worldwide. We support language teaching and learning in a multilingual world, helping to ensure inclusive and equitable quality language education in line with UN Sustainable Development Goal 4.

As of 2022, our English Programmes programmatic framework is thematically organised into three key impact areas:

- English in Education,
- English and Empowerment
- English Connects (digital)

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Underpinning these priorities is our approach harnessing UK expertise in teacher education, education technologies and inclusive pedagogies and research, insight, and innovation. We seek to document and share learning gained from practical experience. Our role in global English means that advancing thought and positioning the UK as leaders in English language education are at the heart of our mission.

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# Call for Application (CFA)

## 1.1 Overview of Funding Opportunity

The British Council China is now inviting grant applications from UK organisations for a China-UK partnership supporting sustainable pre-service English teacher Continuous Professional Development (CPD) in Guangdong province. This project is intended to generate outputs that are contextually relevant, scalable and of significance at a national level.

This Call offers a unique opportunity to:

- I. Investigate, develop and support the introduction of pre-service English teacher lesson study that promotes effective inquiry-oriented development during internships and placements in various secondary schools across Guangdong province.

Over a 13 month period, this project intends to explore the effectiveness of lesson study for pre-service teachers within internship schools in Guangdong province, highlighting benefits and challenges in both rural and urban contexts, while offering practical guidance on how this can be integrated more effectively as part of current pre-service English teacher development. The project will also make broader suggestions within the context of pre-service teacher development for consideration at local policy level.

### Brief Overview of Project

An overview of the award can be found below, with further details provided by the local partner available in **Appendix 8**. This award focuses on:

**Title:** Lesson study as an Innovative Approach for Pre-service Teacher Professional Development in Guangdong Province.

### Research Focus and description

Lesson study as an *inquiry-oriented form of professional development* is not yet common practice in China's pre-service education, but it is something that has been emphasised in recent national junior high curricula therefore now has national relevance. To facilitate the research, lesson study will be carried out as an exploratory practice in selected internship schools of the Guangdong University of Foreign Studies and another 11 universities/colleges in the Guangdong area.

Lesson study teams will be set up to form small school-based learning communities in participating secondary schools during the pre-service teachers' internship, aiming to promote

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pre-service teachers' research-oriented development and pedagogical skills that can better solve classroom issues raised on the front-line.

A multiple case study approach will be adopted to investigate how pre-service teachers transform into reflective teaching practitioners through teaching, learning and researching. Video recordings of collaborative meetings and enacted lessons, reflective journals and lesson plans from the pre-service group, and interviews with pre-service teachers will all be conducted over the project period.

The potential findings will explore how, if at all, lesson study improves pre-service teachers' quality of teaching, the challenges encountered and potential solutions to these challenges; how contextual factors shape teachers beliefs and their teaching behaviour, and the critical moments that inform their transformation into more effective and reflective practitioners.

Based on this insight, pedagogical implications will be highlighted and principled suggestions will be made to teacher education and policy makers, while initial guidance for teachers in pre-service education will be created as a primary output.

It is intended that findings can be disseminated to both teachers and decision makers to offer guidance on implementation and improved practices that can be scaled up and shared to benefit teachers in pre-service education more widely, supporting more reflective and sustainable practice across all sectors.

#### **Outputs (4):**

This call for application presents a project under the English Materials and Development Award (EMaDa) framework as outlined in section 1.2 below. This means that, in addition to the research findings, there is also a materials development aspect to the project with defined outputs. These are as follows.

##### A. Professionally presented research report.

The report will reflect on the following questions (The framing and number of questions is negotiable):

- 1. Does lesson study improve pre-service teacher's quality of teaching with specific attention paid to China's Senior High school core competencies?*
- 2. Is there any difference in the levels of effectiveness of lesson study in urban and rural areas?*
- 3. What are the challenges in implementing lesson study for pre-service teachers? What solutions might be considered?*
- 4. How influential are contextual factors on teacher beliefs and teaching behaviour, with specific consideration of how they affect lesson study? E.g., the school environment and culture, other teachers, support provided from the university, etc.*
- 5. Are teachers more reflective because of lesson study? In what way?*
- 6. What aspects of lesson study make teachers most reflective?*

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More details of report requirements can be found in **Appendix 8**.

B. Based on the initial research, the following materials/outputs will be developed:

A digital<sup>1</sup> lesson study teacher materials pack that supports pre-service secondary school teachers effectively facilitate and participate in lesson study within internship schools, with key suggestions on how to reflect and develop both individually and within the teaching group. The pack will consider how to effectively use relevant locally accessible digital resources, local online learning platforms and other supportive resources for reflection and adaptation of practice. The ultimate aim of this output is to support teachers integrate reflective practice into their daily work and support long term sustainable improvement of English teachers.

The following additional outputs will supplement output B.

- C. A short shareable summary guide (translated) for school leaders or department heads on how to effectively promote lesson study amongst teachers in their schools, highlighting key benefits to the school and teachers.
- D. A recorded online bilingual informational video for university facilitators and school leaders highlighting how to best support lesson study in internships. This will support output C, and ensure school leaders are included in the process of development and support future implementation.

## 1.2 Research Award

Some key details of this award from the British Council are:

### EMaDA

The China **English Materials Development Award (EMaDA)** is an award that:

- promotes UK - China collaborative technical research partnerships<sup>2</sup> which can support national education priorities and create impact at a provincial or national level within identified areas of ELT in Chinese formal basic education. This is achieved through the implementation of targeted, nationally relevant research **and** subsequent creation of contextualised materials and/or content that supports and sustains a positive impact in English teacher CPD and the quality of English teaching, learning and assessment.

Within the China Official Development Assistance (ODA) context, the award seeks to identify prominent local partners and areas of need in alignment with China national policies and

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<sup>1</sup> Digital = online or available through digital means, and may include different applicable media. E.g., video, audio, text, etc

<sup>2</sup> Technical research partnerships = research focus with tangible outputs that can contribute work on the ground  
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priorities and then connect these partners with UK expertise. The EMaDA award seeks to generate both insightful and nationally relevant research while also providing related context-led material and/or content creation that can promote sustained and meaningful impact.

**Note:** A full list of EMaDA award outcomes can be found in **Appendix 7**

### 1.3 Research Areas

In relation to China's national educational priorities, local China partners, at national and provincial level, have been first identified by the British Council. This means that UK organisations do not have to source further local partnerships for project activities and, instead, are invited to apply to collaborate directly with the selected Chinese partners to meet contextual needs under the relevant grant funded award(s). Projects are selected based on their potential to scale up and have greater national impact. Selected projects are all collaboratively designed with either provincial level partners or provincial level support to maximise access and potential reach.

Research programmes associated with partner needs will broadly fall under at least one of 5 key research areas that are in line with national educational priorities. Further detail and contextual information can be found in **Appendix 7**.

- *Supporting English teaching in rural areas*
- *EdTech and digital solutions for English teacher CPD*
- *Assessment reform and English teacher's assessment literacy*
- *New curriculum and material development*
- *Broader English teacher CPD and policy*

**Note:** In line with ODA grant funding requirements all applications **must** also explicitly include consideration of gender, inclusion and/or girls' education. See *section 11* for more details. **Appendix 9** also provides some further guidance on how gender may be integrated into award projects.

### 1.4 Partner Opportunities

Potential partners and opportunities under each award category under the call for application are listed below. More comprehensive details of partners' needs, and suggested areas of collaboration can be found **Appendix 8**.

EMaDA			
	Title	Key Partner	Overview
1	Lesson study as an Innovative Approach for Pre-service Teacher Professional Development in Guangdong Province	<b>Key local partner:</b> The School of English Education (SEE), Guangdong University of Foreign Studies	<p>Over a 13-month period, this project intends to explore the effectiveness of lesson study for pre-service teachers within internship schools in Guangdong province, highlighting benefits and challenges in both rural and urban contexts, while offering practical guidance on how this can be integrated more effectively as part of current pre-service English teacher development. The project will also make broader suggestions within the context of pre-service teacher development for consideration at local policy level.</p> <p>Potential <b>additional collaborations</b> on research papers focusing on:</p> <ul style="list-style-type: none"> <li>• The development of pre-service teacher’s research skills and pedagogical content knowledge during internships.</li> <li>• Designing innovative and meaningful learning spaces through new technologies.</li> <li>• Lesson study for pre-service teacher’s professional development.</li> <li>• Pre-service teacher professional development in rural area in China.</li> <li>• The impact of UK-China partnership on developing lesson study as an innovative research approach.</li> </ul> <p>See <b>Appendix 8</b> for further details</p>

## 2. Eligibility

- The British Council welcomes applications from UK ELT and EdTech organisations or institutions with relevant qualifications, expertise and experience required to meet identified partner requirements.



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- We are inviting applications for innovative responses to this open call. Applications for partnerships are open to UK organisations only. Therefore, this must include at least one partner within the UK Applicants living in the UK at the time of application and for the duration of this project.
  - Applicants with in kind or matched support are welcome, and the option for recording this is provided in the application form, although this is not essential. Matched funding cannot be provided through other British Council funded programmes.
  - Applications should be jointly submitted and signed by all named collaborators, with one principal applicant e.g., a lead UK partner organisation, who will be contracted and responsible for leading communications and disseminating the grant to all collaborators.
  - Organisations and/or informal collectives/networks are eligible to apply but should have demonstrable experience of managing similar projects and grants.
  - Applicants must be able to demonstrate how their involvement will provide clear benefit to China, the Chinese partner, and the proposed project. This should be reflected through proposed project planning (including budget allocation), delivery and dissemination and includes demonstrating how the local partners or their audiences may benefit. Mutuality must be a principal component to our international collaboration.
  - We expect applications to embed principles of equality, diversity and inclusion through their core proposal and idea (including, potentially, costs relating to captioning videos or translating content where applicable).
  - We are interested in new, original ideas and approaches in response to this brief. Existing completed research, projects and programmes will be ineligible. Exceptions may apply for existing ideas, where applicable, which have reached a pilot or prototyping phase but have not been realised publicly or implemented.
  - Applicants will be expected to plan, design, and realise their project between **August 2022 and August 2023** (EMaDA) Main activities can take place any time during the year, although we anticipate that you will respect the annual academic calendar (and holiday breaks) in China.<sup>3</sup>
  - Successful applicants will hold the copyright of any work created but must grant the British Council free and unequivocal use of any arising outputs, which may include, for example, promotion through publication of excerpts, sharing of materials, referencing, promotion of works through our digital channels, or exhibiting works in the future. For the avoidance of doubt, this license will not include use of any work our outputs for commercial purposes.
  - Successful applicants will be required to keep in regular communication with the British Council, offering project updates and sharing their project monitoring and evaluation progress and final reports for review.

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<sup>3</sup> The research into Core Curriculum Design of Postgraduate Core Courses for Prospective English Teachers in Border Minority Regions of Southwest China with Dali University may require additional time due to piloting being in the academic year. This will be taken into account when applications are assessed.

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- Depending on the nature of the project, UK partners may need to show evidence of relevant indemnity cover and related insurance provisions for research activities. The details and nature of insurance required should be confirmed at the time of application.
  - In addition to the grant agreement with British Council, applicants should also be prepared, and able, to enter into a separate agreement with the local partner in order to clearly indicate roles, responsibilities and rights of use in China, prior to the grant disbursement. A copy of this separate agreement should be provided to the British Council for recording purposes.

### 3. Total Funding and Project Duration

The funding for each EMaDA award is based on estimated scope and outputs. The available funding amount for this award<sup>4</sup> is:

- Between 20 – 30,000GBP

The listed project will be expected to start in **August 2022 and can run for a maximum of 13 months (until late August 2023)**. The funding is for the whole project duration and not per annum. Further sample terms and conditions of this grant is set out in Appendix 4: Grant Agreement. We ask that applicants query any clauses or parts of the agreement by the date stated in the timetable (June 13<sup>th</sup>) to avoid future delays.

### 4. Eligible Costs

The budget requested in your application should cover only costs that are essential, appropriate, and relevant to the collaboration ensuring value for money. The application should specify any cost share through direct and indirect institutional contributions.

Please find the List of Eligible and Ineligible Costs in **Appendix 3**. You may contact the British Council if you are in doubt which costs the grants can and cannot cover.

### 5. How to Apply

Please complete Application Form (Appendix 1) along with all supporting documentations (Appendix 2, Appendix 5, and any letters of support) and email them to Sharon Wang at [sharon.wang@britishcouncil.org.cn](mailto:sharon.wang@britishcouncil.org.cn) with CC to [fraser.bewick@britishcouncil.org.cn](mailto:fraser.bewick@britishcouncil.org.cn) by **17 June 2022 at 23:59 GMT**.

**Please use the subject line - EMaDA: Guangdong Pre-Service Secondary English Teacher Lesson Study Research**

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<sup>4</sup> This does not include partner in-kind funding for work carried out in China  
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## Application Process and Selection

Upon receipt of applications, and after confirming all necessary criteria are met and necessary documents have been received, up to 3 individual applications<sup>5</sup> will be shortlisted for each project and these submissions will be shared with the relevant Chinese partner for further review.

Upon completion of shortlisting, the British Council will support a *negotiation and confirmation stage* between the Chinese partner and shortlisted UK applicants to confirm any outstanding details before final selection. This is normally completed through email. A final decision will be made on successful applicants, primarily by the Chinese partner and based on appended scoring (See **Appendix 6**). Support and clarification will be provided by the British Council during the selection process to ensure assessment and scoring criteria are adhered to.

### Clarification of Application Procedure

Potential applicants are welcome to submit questions for clarification or further information on the application procedure at any time before **13 June 2022** to Project Manager, Sharon Wang at [sharon.wang@britishcouncil.org.cn](mailto:sharon.wang@britishcouncil.org.cn) Cc'ing Senior Academic Manager, Fraser Bewick at [fraser.bewick@britishcouncil.org.cn](mailto:fraser.bewick@britishcouncil.org.cn) . We strongly recommend the agreement is shared with applicant's legal teams prior to this date to avoid future delay. Applicant queries or clarifications on grant agreement clauses have no bearing on the selection process.

## 6. Assessment Criteria

All applications will be assessed against the following criteria:

- *Potential to deliver innovation and/or teacher CPD impacts and outcomes (40 points)*
- *Alignment with grant strategic objectives (30 points)*
- *Principal Applicant and its partner's capacity to deliver on time and within budget (30 points)*

*For further context to support application content:*

See **Appendix 6**: Scoring form for detailed explanation on each criterion.

See **Appendix 7**: Award information on proposed outcomes and outputs.

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<sup>5</sup> Dependent on number of applications received  
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## 7 Timetable (EMaDA)

ACTIVITY	DATE
<b>Call for Application</b>	25 May 2022
<b>Deadline for clarification</b> (enquiries about CFA and grant agreement provided in Appendix 4 can be fielded before this date)	13 June 2022
<b>Application deadline</b>	23:59 UK time, 17 June 2022
<b>Application assessment and selection of top 3 applications</b> This may include clarification questions to UK applicants (as appropriate and if necessary)	24 June 2022
<b>Negotiation &amp; confirmation stage</b> (with China partner)	5 July 2022
<b>Notification of final outcome</b>	11 July 2022
<b>Submission of final proposal by successful applicant</b>	18 July 2022
<b>Grant agreement signing</b>	25 July 2022
<b>Disbursement of Grant (payment one – 90 % depending on final award value) normally received within approx. 30 days of signing</b>	25 August 2022
<b>Inception meeting &amp; formalisation of China-UK partnership</b>	15 August 2022
<b>Project implementation</b>	15 August 2022
<b>Quarterly progress meetings &amp; reports<sup>6</sup></b>	Every three months (November 2022, February, May 2023 <sup>7</sup> )
<b>Disbursement of Grant (payment two – 10%)</b>	31 March 2023
<b>Submission of final report</b>	By 31 August 2023

## 8. Payment of the Grant

After the results are announced, the British Council will sign Grant Agreements with the successful principal applicants. Unless stated otherwise, funding from British Council will be

<sup>6</sup> Please also note Section 13 in relation to meetings, reports and sharing events.

<sup>7</sup> 3<sup>rd</sup> progress meeting may involve additional online sharing event for local stakeholders

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administered within 30 - 60 days of the signature of the Grant Agreement and all funded applicants must submit a declaration confirming they have received the funds.

The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The Principal Applicant is responsible to communicate and agree with their identified research team on the project's grant management and disbursement. The final terms will be communicated to successful applicants.

The British Council reserve the rights to recover full payment if the final report and supporting documents are not satisfactory, or the activities have not been delivered as planned.

In cases where the projects have spent less than the funding awarded, the underspend cannot be used for further activity unless agreed in advance by the British Council.

## **9. Implementation**

All funded projects must be implemented in accordance with the submitted application, grant agreement, and other formal / written communication by the British Council. Any changes to proposed project activities must be approved by the British Council before going ahead.

## **10. Digital Platform(s)**

At this stage, given current travel constraints due to covid-19, it is envisioned that the majority of partnership activities will be conducted remotely, unless there are already teams or personnel in country. Should the situation improve, there may be opportunities for face-to-face operations.

The British Council's Global Information Security Policy recommends using Microsoft Teams as the principal means of virtual activities. Principal Applicants, who want to use other online tools or online platforms, must follow British Council's safeguarding and security protocols. Please email British Council for the protocols or if you have any questions.

## **11. Diversity and Gender Statement**

### **Diversity statement**

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. Applicants are therefore encouraged to include participation by participants from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation, for example, for people with disabilities who may otherwise not be able to participate, or for childcare. Please describe any action you are taking to encourage diversity on your application form and make costs necessary to cover this inclusion clear within your application.

### **Gender statement**

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project

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will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form. Applicants are required to consider the impact their project will have on gender. We aim for projects to be gender sensitive. This will be an assessment criterion for this call. This should be about the project specifically – the outputs and outcomes; the make-up of the project team; participants, stakeholders, and beneficiaries of the project; and the processes followed throughout the partnership programme. It should not be a re-statement of your Institution’s policy, you may refer to the policy, but should show how the policy will be implemented in terms of the project. The Gender Statement must address the below criteria, with an understanding that, depending on the nature of the application/proposal, not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

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

British Council reserve the right to reject the application if no consideration has been given to gender equality or if any proposal is assessed to result in a negative impact for gender equality. Some guidance on how gender equality might be included within award programmes is provided in **Appendix 9**.

## 12. Safeguarding

We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Where applications/proposals involve any contact with children, each organisation and individual will need to adhere to the relevant national requirements to ensure they have been fully vetted to work with under-18s.

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## 13. Project Reporting, Monitoring and Evaluation

### 13.1 Quarterly reporting

To ensure grant awards are being used appropriately and to highlight progress of each research project, in addition to the final outputs, the Principal UK Applicant is responsible for submitting quarterly progress reports<sup>8</sup>. Initial quarterly reports will generally consist of narrative and financial information that tracks progress against submitted milestones / plans. In addition to this, the Principal UK Applicant will be required to submit a final narrative/report and financial report within 30 days upon completion of the project.

Reports will normally be accompanied by a pre-arranged meeting between the British Council and UK partners. The meeting may include China partners, where applicable (November 2022; February, May 2023). Provisional dates for reporting and catchup meetings can be confirmed after signing of the grant agreement. Where appropriate, an online sharing event to presenting interim findings may be arranged to coincide with the 3<sup>rd</sup> quarter. This aims to build interest in the research amongst local stakeholders and lay foundations for future dissemination (See 13.2).

The British Council will conduct regular Monitoring and Evaluation as well as commission independent evaluations of selected projects that are of strategic importance.

Records of the project including record of activities, contracts, important project document, evaluation reports, spending and supporting documentations related with financial transaction should be kept until seven (7) years after the closure of the project for audit purpose.

### 13.2 Wider sharing to local stakeholders – online event

To also share progress and key findings with a greater number of local China stakeholders, the final quarterly meeting (May 2023) is intended to coincide with an online sharing event supported by the British Council. The purpose of this online event is to share initial findings more widely and highlight the potential significance of the gathered research with a wider swathe of local stakeholders. This event will also reaffirm the projects' relevance while building ongoing interest in the project's expected outputs at provincial and national level in China.

## 14. Data Protection

The British Council will use the information that you provide for the purposes of processing your application, making any awards, monitoring and review of any grants. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with the local China partner in order to assist with management of the application process.

The British Council comply with the General Data Protection Regulations 2016/679 (EU GDPR). We process and handle personal information according to these regulations. The

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<sup>8</sup> Templates for reports will be provided  
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personal information that you provide on this form will only be used for the processing of your application. The information will be viewed by British Council and those who are part of the decision-making process. Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council reserve the right to publish and share anonymized aggregated information with stakeholders.

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

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

## 15. 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.

## 16. Contractual Requirements

- The contracting authority is the British Council which includes any subsidiary companies and other organisations that control or are controlled by the British Council from time to time (see: <https://www.britishcouncil.org/organisation/structure/status>).



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- The successful applicants may be expected to undertake, support, or facilitate activities in the UK and in China
  - 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 **Appendix 4**. 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 Project manager, Sharon Wang at [sharon.wang@britishcouncil.org.cn](mailto:sharon.wang@britishcouncil.org.cn) Cc’ing Senior Academic Manager, Fraser Bewick at [fraser.bewick@britishcouncil.org.cn](mailto:fraser.bewick@britishcouncil.org.cn) 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 as provided with the Call for Application.
  - The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

## 17. Contact Details

For all other enquiries, please contact:

### **Sharon Wang**

Project Manager

British Council English Programmes, China

E: [sharon.wang@britishcouncil.org.cn](mailto:sharon.wang@britishcouncil.org.cn)

And CC:

### **Fraser Bewick**

Senior Academic Manager

British Council English Programmes, China

E: [Fraser.bewick@britishcouncil.org.cn](mailto:Fraser.bewick@britishcouncil.org.cn)