**Appendix 1: Eligibility criteria checklist**

|  |  |
| --- | --- |
| **ELIGIBILITY CHECK LIST** | **Y / N** |
| The application has been submitted by the applicant by the published deadline.  |   |
| The application is completed in full. |  |
| The application form and supporting documents have been completed in English. |  |
| The lead applicants submitted only one UK – Egypt Trans-National Education (TNE) Grant application per this call. |  |
|  Principal applicants are based at: * Higher Education provider with [degree awarding powers](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/). Check the ‘awarding degrees’ drop down section on the specific provider’s entry on the [OFS register](https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/#/). The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.
* Not-for-profit research institutions, establishment, and organisations. See **Appendix 3** for a complete list of these).

For the UK, if the lead institution is not a higher and/or further education institution, the list of eligible UK research organisations is available as **Appendix 3**. If unsure, please contact:  goingglobalpartnerships@britishcouncil.org  |  |
| The applicants have included 2 supporting letters, one from each of the 2 Lead Institutions, on headed paper, signed by the Head of Department or other person with appropriate delegated authority, giving specific commitment to the project. Supporting letters must be in English, and not be signed by Principal Applicants. As stated in these guidelines, email versions of letters are acceptable. |   |
| The proposed activities are relevant to Egypt priorities \* 20 – 30 vision and objectives of the call |  |
| Lead 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 on the top of the application form. |   |
| The Lead Applicants have submitted a sufficient Gender Equality Statement. They have addressed the five criteria in a meaningful and proportionate way |   |
| The Lead Applicants have submitted a sufficient Environment Statement.  |  |
| Applicants have submitted a detailed budget request using the budget spreadsheet provided with the grant call documents on our funding call page. |  |
| Applicants have submitted a CV for both Lead Applicants from UK and Egypt. |  |
| Where relevant, Associated Partner letters have been included  |  |
| Human resource costs: Staff costs for personnel working directly on the grant funded project limited to 30% of the grant to be awarded. |  |
| UK expertise costs: Limited to 20% of grant to be awarded. |  |
| Travel costs: Limited to 20% of the grant. |  |