

**Call for Proposals**  
**Guidelines for Applicants**

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**Reconnect Travel  
Grant – Hong  
Kong, Japan,  
Korea, and UK**

Call opens: 15 December 2022

Call closes: 24 January 2023 at 11:59 pm UK time

Version 1.2

Updated on 9 January 2023

[www.britishcouncil.org](http://www.britishcouncil.org)

Updated on 9 January 2023

Summary of updates

Page	Original	Updated
Page 4	Email the application form to Chanya.tangsuk@britishcouncil.or.th	Email the application form to education_nea@britishcouncil.org
Page 13	-	Added Reconnect Travel Grant email box education_nea@britishcouncil.org

Updated on 4 January 2023

Summary of updates

Page	Original	Updated
Page 3	It will renew and develop research collaborations, particularly for Early Career Researchers, through <b>bilateral</b> mobility support between the UK and the three Asian partner settings.	It will renew and develop research collaborations, particularly for Early Career Researchers, through <b>multilateral</b> mobility support between the UK and the three Asian partner settings.
Page 3		Under Aims and Objectives, added: The travel grant can support multi-country travel between Japan, Korea, Hong Kong and UK.

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# Guidelines for Applicants

## 1. Introduction

[Going Global Partnerships](#) builds stronger, more inclusive, internationally connected higher education and TVET systems which support economic and social growth.

Through this British Council programme, you can connect, collaborate and innovate with universities, colleges, education policy makers and other partners in the UK and around the world.

The overall expected outcomes of the programme include:

- **Enabling research:** supporting research, knowledge, and innovation collaboration to address local and global challenges and promote inclusive growth
- **Internationalising higher education and TVET institutions:** creating an enabling environment while supporting institutions and individuals to benefit from internationalisation
- **Strengthening higher education and TVET systems:** improving the quality and efficiency of institutions and systems
- **Enhancing student outcomes:** improving the qualities of global graduates (e.g., soft skills, employability, community outcomes).

## Opportunities

Going Global Partnerships offers you vital international opportunities - the chance to build relationships, to share ideas and good practice, to access grant funding for collaborative partnerships and more.

You can see current and upcoming Going Global Partnerships opportunities on our website: <https://www.britishcouncil.org/education/he-science/going-global-partnerships/connect-collaborate>. We have many opportunities being launched at this time, so please check this page regularly.

This document refers to the following opportunity: Reconnect Travel Grant – Hong Kong, Japan and Korea.

## Privacy Notice

The British Council and UK partners comply with UK GDPR and the UK Data Protection Act 2018 and data protection laws in other countries that meet internationally accepted standards. The British Council will use the information that you provide for the purposes of processing your application, making any awards and the monitoring & 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 our funding partners in order to assist with management of the application process. We may share selected non personal data with agencies responsible for monitoring and evaluation of the Reconnect Travel Grant – Hong Kong, Japan and Korea.

Your information will not be used/shared beyond the partners listed above for any other purpose without your specific consent. British Council and its partners reserve the right to publish and share anonymised 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 see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>. We will keep your information for a period of seven years after the project.

## 2. Overview of the Reconnect Travel Grant

This Reconnect Travel Grant will expand and strengthen links between the UK and science, research and innovation sectors in Japan, Korea, and Hong Kong. It will renew and develop research collaborations, particularly for Early Career Researchers, through multilateral mobility support between the UK and the three Asian partner settings.

The programme will support the themes and priorities outlined in the UK Innovation Strategy and aligns with the objectives of the UK Science and Innovation Network in Korea, China/Hong Kong and Japan.

The themes include:

Hong Kong themes	Japan themes	Korea themes
<ul style="list-style-type: none"> <li>• Healthy population - health tech and digital health, pandemics, mental health, health inequality, ageing, nutrition</li> <li>• Net Zero - clean energy, carbon reduction and sequestration</li> <li>• Resilient Planet- Disaster Risk Reduction, environmental protection, adaptation and mitigation</li> </ul>	<ul style="list-style-type: none"> <li>• Synthetic Biology (particularly genome synthesis and cell programming)</li> <li>• Oceans Science (particularly arctic and marine science)</li> <li>• Infectious Diseases (particularly pandemic preparedness)</li> <li>• Healthy Ageing (particularly mental health and obesity)</li> <li>• Clean Energy (particularly batteries)</li> <li>• Robotics, Advanced Materials, and Quantum Technologies (quantum sensing and quantum biology).</li> </ul>	<ul style="list-style-type: none"> <li>• Net Zero- clean energy, climate policy and solutions, etc</li> <li>• Resilient planet - Disaster Risk Reduction, environmental protection, adaptation and mitigation</li> <li>• Tomorrow's technology</li> <li>• Healthy population</li> <li>• Secure Societies</li> </ul>

## 3. Aim and Objectives

The Reconnect Travel Grant is designed to support new links for future research initiatives, restart and strengthen existing and new collaboration, and build research capacity and career opportunities.

We welcome proposals for groups of 3-4 researchers, with at least one established academic colleague, to plan a study visit for up to four months. The proposal must fit the criteria below. Travel grants are not intended to cover travel costs for a conference abroad, or to fund travel as part of PhD studies. The travel grant can support multi-country travel between Japan, Korea, Hong Kong and UK.

The Grant can cover travel and study activities which deliver the following objectives:

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- **Support relevant research** – Travel Grants are intended to support research areas relevant to the above themes and priorities and needs and interests of partners.
  - **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.

It is important that the proposals include:

- the specific outputs anticipated from the visit
- an explanation of the benefit to researchers and their institutions
- exploration of any potential long-term benefit, including sustainable research links and possible future collaborations or exchanges

## 4. Funding

Funding allocated for the Grant is GBP 200,000 in total. It is intended to support 4 travel grants in Hong Kong, 8 in Japan, and 4 in Korea. Maximum grant allocated per travel grant is GBP 12,000 for 3-4 researchers, with at least one established academic colleague working on the themes on the above table on page 3. Project duration is maximum of 4 months from 1 April 2023 until 28 February 2024. The funding is for the whole project duration and not per annum.

Funding must be jointly applied by a UK university and Hong Kong, Japan or Korea university. The British Council will sign grant agreement with the UK institution, and channel the funding to them. It is the responsibility of the UK institution to discuss and reach an agreement with universities in Hong Kong, Japan or Korea about funding management and disbursement. It is the responsibility of the UK institution to transfer the funding to the universities in Hong Kong, Japan or Korea.

This division of budget must be clearly referenced in the proposal.

The UK university signing grant agreement with the British Council will be accountable for the use of the funding. However, their partners must also be aware of the British Council's funding requirements in order to prevent delays or withdrawal of the funding.

## 5. Eligible and Ineligible Costs

All proposals submitted must include the budget proposed for the project. Reconnect Travel Grant is intended to be a contribution to the travel, subsistence, visa, insurance costs that researchers incur during their visit. The budget requested in the proposal should cover only costs that are essential, appropriate, and relevant to the collaboration to ensure value for money. The proposal should specify any cost sharing through direct and indirect institutional contributions. Please refer to the Eligible and Ineligible costs and British Council travel rates in Appendix I. All budget requests will be assessed for feasibility and appropriateness. Please contact British Council for clarification if needed.

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.

## 6. How to Apply

The application form can be found in Annex 1. Application closes on **24 January 2023 at 11:59pm UK time**. Please submit your application form and documents to [education\\_nea@britishcouncil.org](mailto:education_nea@britishcouncil.org)

The subject of your email should be: Reconnect Grant application: [Name of UK institution], [Name of UK university Lead application]

Essential Documents below must be submitted together with the application form:

- CVs (all of the lead applications and early career researchers)
- Letter of support from the host institution from the Head of Department (or equivalent). The letter must include:
  - 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 your institution will support you in sustaining the link
- Letters of support from the visiting institution from the Head of Department (or equivalent). The letter must include:
  - information on how yours and the host institution will help prepare for the visit and support you in sustaining the link
  - support to the research, including how the early career researcher will be integrated into the research group
  - confirmation that the applicant will return to their institution in a research capacity for at least six months after the end of the visit.
- For UK institutions, please include in the letter that you confirm to sign the grant agreement and be responsible for managing the funds, and outline how the funds will be divided between the host and visiting institution
- For Hong Kong, Korea and Japan institutions, please confirm in the letter that you agree with funding and disbursement arrangement outlined in letter of support from the UK institution
- Complete the Budget template (Annex 2)
- Home applicant's bank details (Schedule 7 in Annex 3)

## 7. Eligibility Criteria

Proposals must fulfil the following criteria in order to be eligible for funding under this programme:

ELIGIBILITY CRITERIA	Y/N
<ul style="list-style-type: none"> <li>• Applicants must be based either in the UK, or in one of the partner countries in Hong Kong, Japan or Korea</li> </ul>	
<p>UK lead partner must be one of the following:</p> <ul style="list-style-type: none"> <li>• Higher Education provider with a degree awarding power.               <ul style="list-style-type: none"> <li>○ <u>Degree awarding powers in England</u>. Check the 'awarding degrees' drop down section on the specific provider's entry on the <u>OFS register</u>. The OFS register lists all institutions which offer UK degrees, not all of which have degree awarding powers.</li> <li>○ <u>Degree awarding powers in Wales</u></li> <li>○ <u>Degree awarding powers in Northern Ireland</u></li> <li>○ <u>Degree awarding powers in Scotland</u></li> </ul> </li> <li>• Not-for-profit research institutions, establishment and organisations. See <b>Appendix 2</b> for a complete list of these).</li> </ul> <p>England</p> <p>Higher Education provider with degree awarding powers:  <a href="https://www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/">https://www.officeforstudents.org.uk/advice-and-guidance/regulation/degree-awarding-powers/</a></p>	



Office for Students (OFS): <a href="https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/#/">https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/#/</a>	
Wales: <a href="https://www.gov.uk/check-university-award-degree/recognised-bodies-wales">https://www.gov.uk/check-university-award-degree/recognised-bodies-wales</a>	
Northern Ireland: <a href="https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland">https://www.nidirect.gov.uk/articles/universities-and-colleges-northern-ireland</a>	
Scotland: <a href="https://www.gov.scot/policies/universities/">https://www.gov.scot/policies/universities/</a>	
Hong Kong, Japan or Korea lead partner must be one of the following: <ul style="list-style-type: none"> <li>• Higher Education provider, as locally defined</li> <li>• Not-for-profit research institutions, establishment and organisations, as locally defined</li> </ul>	
The British Council will sign grant agreement with the UK university and will channel the grant to UK leading university. The UK leading university must discuss and plan with the Hong Kong, Japan or Korea institutions on how to channel the grant and manage it.	
Travel may only be between the UK and partner country, but can be in either direction	
Proposal must be made up of 3-4 researchers, with at least one established academic colleague, who holds a permanent academic or research post at a higher education institution or eligible research organisation. The team of up to 3 early career researchers must have completed their PhDs or equivalent research experience, but not hold or have held a permanent research or academic role.	
UK institution confirms that Grant Agreement as stipulated in Annex 3 has been reviewed and that it agrees to sign it upon receiving notification of successful application	
Only one application may be submitted per researcher. Duplicate applications are ineligible, even if they are to different countries.	

Please send an enquiry to British Council if you are in doubt about the eligibility of your organisation.

Eligibility checks will be applied to all applications after the grant call closes. Those which are not led by an eligible institution will be rejected during these checks.

## 8. Co-funding

Co-funding is not a criterion for this grant, but it adds value to the proposal and will be given extra consideration during assessment and selection.

## 9. Assessment Criteria

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines. Eligible proposals then undergo independent external review on the basis of scientific merit, fit to stated themes and country priorities and the overarching Reconnect Travel Grant objectives.

Eligible, reviewed applications will be assessed in the UK by an external Review Panel convened by the British Council, with expert advice across thematic areas.

Shortlisted applicants may be contacted for further information about their proposals.

Proposals are assessed by two reviewers against the criteria below. 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.

The final selection decision will be made by the British Council. Country-specific priorities and challenge areas will be considered in the final decision, in addition to the general assessment criteria under this Programme.

ASSESSMENT CRITERIA	SCORE (60)
<p>Alignment with strategic objectives of the Grant:</p> <ul style="list-style-type: none"> <li>• Proposals must clearly explain what the project expects to achieve and how this will create measurable and tangible impacts in enhancing progress of the thematic areas.</li> <li>• Proposals must demonstrate the ability to generate outcomes which can be felt by wider higher education institutions in the UK, Hong Kong, Japan and Korea. Projects principally benefiting one institution will not be considered.</li> </ul>	20
<p>Quality, ability to deliver, strong M&amp;E plan:</p> <ul style="list-style-type: none"> <li>• Proposed visit and deliverability: <ul style="list-style-type: none"> <li>○ The description of the proposed research visit includes clear, feasible and realistic objectives and outputs.</li> <li>○ There is clear evidence that the proposed research visit supports new links or significantly extends and develops existing links.</li> <li>○ The benefits and relevance of the collaboration to the UK and partner country institution, and to the research itself, are clearly described.</li> <li>○ 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.</li> <li>○ There is strong evidence of support from both the home and host institutions</li> </ul> </li> <li>• Quality <ul style="list-style-type: none"> <li>○ The academic importance and timeliness of the research topic is clearly demonstrated.</li> <li>○ The applicant has sufficient relevant experience to undertake the proposed research visit and achieve the stated objectives.</li> <li>○ The collaborating institutions are of appropriate academic standing.</li> </ul> </li> <li>• Monitoring and evaluation (M&amp;E): Proposals must have a clear M&amp;E plan which explains key performance indicators and monitoring procedure. Tangible milestones should be set, with an explanation as to how they would be measured. A risk management plan should also be included.</li> </ul>	30
<p>Sustainability, EDI (Equality, Diversity, Inclusion), and value for money:</p> <ul style="list-style-type: none"> <li>• Sustainability: 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.</li> <li>• The potential in terms of professional development and capacity building for the applicant and other potential beneficiaries is clearly described.</li> <li>• Proposals must demonstrate the best possible ways to ensure project benefits can endure beyond the funding period.</li> </ul>	10



ASSESSMENT CRITERIA	SCORE (60)
<ul style="list-style-type: none"> <li>Impacts of the proposals on gender equality must be clearly articulated and measures must be in place to ensure equal and meaningful opportunities for people of different backgrounds, race, faith, ages, gender, sexual orientation, and disability throughout the project. This includes those running the project, activity participants, and beneficiaries.</li> <li>Proposals must demonstrate the best possible outcomes with the funding and resources available. Co-funding is an added value.</li> </ul>	
<b>TOTAL SCORE</b>	<b>60</b>

## 10. Payment and Spending

Following announcement of the results, the British Council will sign Grant Agreements with the UK institution. The UK institution is responsible to allocate some of the funding provided by the British Council to their Hong Kong, Japan, or Korea partners.

Unless otherwise stated, the British Council will administer 100% of the funding within 60 days after the Purchase Order has been issued. Once the funding is released, a notification will be sent to the account contact details provided by the university in the Bank Details Form (Annex 3, Schedule 7). Please ensure that you provide the right contact details on the Form.

Expenses incurred by the UK institution and their partners prior to the start date or beyond the end date of the signed Grant Agreement, including any costs incurred in the production of the proposal, cannot be charged against the Grant provided by the British Council.

The British Council reserves the right to recover payment in full if the final report and supporting documents are not satisfactory, or the activities have not been delivered as planned. In cases where the project expenditure is less than the funding awarded, the underspend cannot be used for further activity unless agreed by the British Council. Requests to utilise the underspend should be sent to British Council prior to additional expenditure. Requests should be submitted from 3 months before the end of the project.

In cases where the project activities cannot be delivered due to unforeseen circumstances, the successful applicants should consult the British Council for the funding to be repurposed.

## 11. Timeline

ACTIVITY	TIMELINE
Call for Proposal published by British Council	15 December 2022
Information day (virtual)	12 January 2022 at 9-10 am UK time. Register <a href="#">here</a> .
Deadline for applicants to submit questions and request for clarification on terms and conditions of the Grant Agreement	13 January 2022
Proposal submission deadline	24 January 2023 (11:59pm UK time)

Proposal assessment, eligibility check, due diligence	By 10 February 2023
Notification of proposal assessment outcomes	13 February 2023
Grant Agreement signed by UK institution and British Council	Before 24 February 2023
100% funding disbursement by British Council	60 days after British Council sends UK institution the PO number
Project delivery period	1 April 2023 – 28 February 2024
Final Report Submission	30 days after travel grant ends or before 31 March 2024

## 12. Ethics

It is essential that all legal and professional codes of practice are followed in conducting work supported by this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity.

In the application form, applicants must clearly articulate how any potential ethical and health and safety issues have been considered and how they will be addressed, ensuring that all necessary ethical approval is in place before the project commences and all risks are minimised.

Please refer to the Research Councils UK ‘Policy and Guidelines on Governance of Good Research’ (<https://www.ukri.org/wp-content/uploads/2021/03/UKRI-050321-PolicyGuidelinesGovernanceOfGoodResearchConduct.pdf>), the Inter Academy 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 for further guidance.

## 13. Safeguarding and protecting adults at risk

The British Council is committed to safeguarding children and adults at risk and to upholding their rights in accordance with all applicable legislation and statutory guidance. As part of that commitment, we require that all staff, and those we work with, including partners and suppliers, operate within our Safeguarding Policy which articulates our approach to protecting children and adults at risk and promoting their wellbeing.

We have robust systems and procedures in place to both prevent incidents (covering, for example, the recruitment of appropriate staff, training and support given so that staff can work safely, and standards regarding the way in which we carry out activities) together with responsive actions necessary to address situations where we become aware that a child or an adult at risk may have been harmed. As part of our policy, all countries have a named Safeguarding Focal Point (SFP) who is supported by a Regional Safeguarding Manager (RSM) and the British Council Safeguarding Team. For further information please see: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

## 14. Equality, Diversity and Inclusion

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Applicants are encouraged to ensure equal opportunities in the teams implementing their proposed activity. Applicants may apply for additional funding to cover any specific requirements necessary to ensure full participation.

Please make additional costs in the 'human resources' section of the budget request within your application. These will be considered on a case-by-case basis.

Please contact us for further information on the British Council's approach. See our Equality Policy here: <https://www.britishcouncil.org/about-us/our-values/equality-diversity-inclusion>

## 15. Gender Equality

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 will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form.

### Gender Equality Statement

Applicants are required to consider the impact their project will have on gender and provide a gender statement. 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.

Below are the project aspects that can be taken into consideration for the gender statement but not limited to.

- Outputs
- Outcomes
- Make-up of the project team; participants, stakeholders and beneficiaries of the project
- Processes followed throughout the programme.

The statement is part of the equality, diversity and inclusion (EDI) assessment criterion in this call. The following questions should be answered when writing the statement.

- Have measures been put in place 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 activities.
- 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)?

Not all questions will be applicable. If a question is not applicable, you will need to articulate the reasons why.

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British Council reserve the right to reject the application if no consideration has been given to gender equality or if the proposal is assessed to result in a negative impact for gender equality.

## **16. Impact on the environment**

The British Council is committed to minimising its environmental impact. For this call, we have developed a question which will enable us to understand the expected impact of a proposed project on the climate (and environment more broadly). We welcome information from Applicants regarding environmental considerations such as reducing carbon emissions for their projects (for example, alternatives to national or international travel such as virtual delivery), minimising waste or promoting resource efficiency.

Please note, responses to the question will not form part of the grant assessment criteria and will not be subject to peer review. The British Council collects this information for internal purposes only. Please contact us if you have any queries about the environmental impact section.

## **17. 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 institutions nor any of the applicants' employees, partners, directors, shareholders are 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 grantcall.

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.

## **18. Covid-19 guidance**

Should COVID-19 continue to impact global travel into 2022, we would advise that applicants consider, and put in place, contingency plans for remote working and digital collaboration where possible, for example utilising video conferencing in place of face-to-face meetings.

The British Council's Global Information Security Policy has banned Zoom usage for the British  
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Council and for contracted suppliers and grant award holders. The British Council recommends using Microsoft Teams to deliver virtual activities. Should you be successful in securing a grant, and if you require a Microsoft Teams licence, you will need to discuss this with the British Council. Applicants who want to use other online tools or online platforms, must follow British Council safeguarding and security protocols. Online tools or platforms other than Microsoft Teams must be discussed with the British Council and requests to use a different platform or tool would need to be approved for successful grant recipients.

Please consider flexible and technological solutions to progress activity for planned work where feasible.

## 19. British Council 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 the partner countries listed in these guidelines.
- 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.
- (Terms and Conditions of the Grant Agreement) (“Grant Agreement”). **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 British Council 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.

## 20. Communication, Promotion and Publicity

Proposal must have a solid plan to communicate and promote the activities, share the results and outcomes of the project with external parties and stakeholders. Branding guidelines will be shared along with the Grant Agreement.

## 21. Project Reporting, Monitoring and Evaluation

Successful applicants are responsible to submit a final report to the British Council. This report shall consist narrative and financial information that tracks progress against the milestones submitted by the applicants in the Monitoring and Evaluation Plan. An online narrative report and financial report templates will be provided after the grant agreement is signed. Applicants are also expected to report efforts and contribution made on gender equality as discussed in the gender statement submitted by the applicants.

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The British Council will conduct regular monitoring and evaluation, including the commission of independent evaluations of selected activities that are of strategic importance to the Grant. Record of project including record of activities, contracts, important project document, spending and supporting documentations related with financial transaction should be kept according to the retention period of UK, Hong Kong, Japan and Korea and for the purpose of external audit.

## **22. British Council contact details**

Enquires about the Grant

Reconnect Travel Grant email box: [education\\_nea@britishcouncil.org](mailto:education_nea@britishcouncil.org)

Chanya Tangsuk (Kim)  
Head of Higher Education Programmes, East Asia  
[Chanya.tangsuk@britishcouncil.or.th](mailto:Chanya.tangsuk@britishcouncil.or.th)

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Anna Lee  
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[anna.lee@britishcouncil.org.hk](mailto:anna.lee@britishcouncil.org.hk)

British Council Japan  
Akie Koyama  
Head of Education, British Council Japan  
[Akie.Koyama@britishcouncil.or.jp](mailto:Akie.Koyama@britishcouncil.or.jp)

British Council Korea  
Sin Ae Kang  
Arts Manager and Cultural Engagement Programme Coordinator, British Council Korea  
[SinAe.Kang@britishcouncil.org](mailto:SinAe.Kang@britishcouncil.org)

# Appendix 1 – Eligible and Ineligible Costs

## ELIGIBLE COST

Please note that the following costs are eligible for funding:

- Travel: Travel fares (economy class) and subsistence costs to the UK/Hong Kong, Japan, and Korea. This includes visa fees, vaccinations, Covid-19 related test costs, and medical insurance to the UK and Hong Kong, Japan, and Korea.
- Local travel in the UK and overseas (public transport to and from the airport and for meetings/visits is encouraged where possible).
- Reasonable accommodation and subsistence costs for staff for visits to their partner institution in the UK or overseas following the British Council travel rate.
- Reasonable hospitality costs (not self-entertaining costs).
- Reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials).
- Human resources costs (university staff) shall not exceed 30% of requested funding. Consultancy fee (when procured externally, including for the purpose of conducting Monitoring and Evaluation) shall not exceed 20% of requested funding.
- Staff costs of temporary research and research assistant personnel, and other temporary staff recruited to work solely on the project.
- Essential equipment for use on the project including consumables, specialist software licenses essential to the collaboration, access fees to facilities or library services. Equipment must be essential to delivery of the project and cannot be expected to be provided by institutions.
- Cost of meetings, training events, workshops, public engagement events and seminars integral to the proposal. Translation and interpreter fees.
- Publication costs directly related to the collaboration - this includes web page development by external providers, if appropriate.
- Online platform and relevant costs for digital delivery can be included.
- Attendance at conferences or other events in Hong Kong, Japan, and Korea, UK or virtual event to present outputs and outcomes of the project.
- All of the above activities must be directly related to the development and delivery of the agreed project. Home institution will be asked to complete expenditure information and provide evidence with receipts to British Council for monitoring and auditing purposes.

## INELIGIBLE COST

The following costs are ineligible for funding:

- Participating institutions' staff costs. The funds are not intended to contribute towards the direct costs of full-time staff time associated with the project.
- Promotional activities which are solely concerned with the recruitment of overseas students.
- Institutional overheads including administration fees and other indirect costs.
- Costs associated with Master's and PhD studentships are not eligible under this call (including stipends).
- Purchase or rental of standard office equipment. This includes IT hardware – laptops, personal computers, tablets, smart phones, Mac workstations, computer parts and peripherals, etc. Any standard hardware which would routinely be used by researchers and academics will not be funded.
- Office software and office equipment including desks, chairs, filing cabinets, photocopiers, printers, fax machines.
- Mobile phone costs including rental or purchase, and monthly phone bills.
- Exchange rate costs/loss and other banking related costs.
- IP costs, Patents, copyright, licensing or other IP-related costs.

- Costs relating to the construction, procurement or rental of physical infrastructure, (e.g. office buildings, laboratory facilities). It is expected that rooms and facilities essential for the routine operation of collaboration are provided as an in-kind contribution by the participating institutions. These can be detailed as an in-kind contribution in the budget breakdown.
- Entertainment costs such as: gifts; alcohol; restaurant bills or hospitality costs for personnel not directly participating in the project; excessive restaurant costs; excessive taxi fares.
- No profit or fees to be charged during the period of this grant funding.

## TRAVEL RATE (AS OF JUNE 2022)

Below are costs that are allowed for travel to/in the **UK**:

- **Meals rates:**
  - ❖ Breakfast (if applicable): £5
    - If travelling before 6.30 am or if breakfast is not provided at the hotel
  - ❖ Lunch (if applicable): £8
    - There is no provision for claiming lunch on day trips
  - ❖ Dinner (if applicable): £30
    - If staying overnight
  - ❖ Please note you will be reimbursed to the amount you have actually spent (receipts must be provided)
- **Accommodation rates guidance by city:**
  - ❖ Edinburgh: £80 – £90
  - ❖ London: max £150
  - ❖ Manchester: £70 – £80
  - ❖ Elsewhere: £60 – £80

Below are costs that are allowed for travel to/in **Hong Kong, Japan, and Korea**:

### Hong Kong

- **Meals rates:**
  - ❖ Breakfast (if applicable): -
  - ❖ Lunch (if applicable): HK\$253
  - ❖ Dinner (if applicable): HK\$429.5
- **Accommodation rates guidance:** HK\$1,000

### Japan

- **Meals rates:**
  - ❖ Breakfast (if applicable): -
  - ❖ Lunch (if applicable): 1,600 JPY
  - ❖ Dinner (if applicable): 4,700 JPY
- **Accommodation rates guidance:** 15,000JPY/Night

### Korea

- **Meals rates:**
  - ❖ Breakfast (if applicable): -
  - ❖ Lunch (if applicable): KRW30,000
  - ❖ Dinner (if applicable): KRW50,000
- **Accommodation rates guidance:** max KRW300,000



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## Appendix 2 – List of eligible not-for-profit research institutions, establishment and organisations

All UK universities recognised by the UK are eligible to apply for grants.

Applicants from the following **not-for-profit UK research organisations** are also eligible to apply as Lead Applicants under the **Reconnect Travel Grant** call<sup>1</sup>.

A full listing of official recognised UK universities can be found here:

<https://www.gov.uk/check-a-university-is-officially-recognised/recognised-bodies>

Please note that where organisations have both for-profit and not-for-profit arms, it must be clear that this grant is held and administered by the not-for-profit arm of the organisation

- Alan Turing Institute
- All NHS Trusts, hospitals, boards, primary care trusts and GP practices
- Animal and Plant Health Agency
- Anthony Nolan
- Armagh Observatory
- Babraham Institute
- BirdLife International
- British Film Institute
- British Institute of International and Comparative Law
- British Library
- British Museum
- British Trust for Ornithology
- Butterfly Conservation
- CABI (Centre for Agriculture and Bioscience International)
- Cambridge Arctic Shelf Programme
- Cambridge Crystallographic Data Centre
- Cell and Gene Therapy Catapult
- Centre for Environment, Fisheries and Aquaculture Science
- CERN
- Chatham House (Royal Institute of International Affairs)

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- Culham Centre for Fusion Energy (part of UK Atomic Energy Authority)
  - Defence Science and Technology Laboratory
  - Diamond Light Source
  - Earlham Institute
  - Earthwatch Institute
  - Environment Agency
  - European Bioinformatics Institute
  - European Synchrotron Radiation Facility
  - Fera Ltd
  - Forest Research
  - Health and Safety Executive PSRE
  - Health Data Research UK
  - Historic Buildings and Monuments Commission for England
  - Historic Environment Scotland
  - Historic Royal Palaces
  - HR Wallingford Group
  - Imperial War Museum
  - Institute for Fiscal Studies
  - Institute of Development Studies
  - Institute of Occupational Medicine
  - International Institute for Environment and Development
  - Isaac Newton Group
  - John Innes Centre
  - Joint Astronomy Centre
  - Joint Nature Conservation Committee (JNCC)
  - London Institute for Mathematical Sciences
  - Malaria Consortium (UK)
  - Manufacturing Technology Centre
  - Marine Biological Association
  - Marine Scotland Science
  - Medicines and Healthcare products Regulatory Agency (MHRA)

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- Moredun Research Institute
  - MRC Harwell Institute
  - MRC Laboratory of Molecular Biology
  - MRC London Institute of Medical Sciences
  - Museum of London Archaeology
  - National Archives
  - National Centre for Social Research
  - National Foundation for Educational Research
  - National Gallery
  - National Institute of Agricultural Botany
  - National Institute of Economic and Social Research
  - National Maritime Museum
  - National Museum Wales
  - National Museums Liverpool
  - National Museums of Scotland
  - National Nuclear Laboratory
  - National Oceanography Centre
  - National Physical Laboratory
  - National Portrait Gallery
  - Natural England
  - Natural History Museum
  - NERC British Antarctic Survey
  - NERC British Geological Survey
  - Nesta
  - Office for National Statistics
  - Overseas Development Institute
  - Plymouth Marine Laboratory
  - Public Health England
  - Quadram Institute Bioscience
  - RAND Europe Community Interest Company
  - Rosalind Franklin Institute
  - Rothamsted Research

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- Royal Botanic Gardens – Edinburgh
  - Royal Botanic Gardens – Kew
  - Royal Society for the Protection of Birds
  - Royal United Services Institute for Defence and Security Studies
  - Science and Advice for Scottish Agriculture.
  - Science Museum Group
  - Scottish Association for Marine Sciences
  - Sightsavers
  - STFC laboratories
  - Tate
  - Tavistock Institute of Human Relations
  - The Faraday Institution
  - The Francis Crick Institute
  - The James Hutton Institute
  - The Manufacturing Technology Centre Ltd
  - The National Trust
  - The Office of the Health Economics
  - The Pirbright Institute
  - The Resolution Foundation
  - The Royal Shakespeare Company
  - The Welding Institute
  - Transport Research Laboratory
  - UK Astronomy Technology Centre.
  - UK Centre for Ecology and Hydrology
  - Victoria and Albert Museum
  - Wellcome Trust Sanger Institute
  - World Conservation Monitoring Centre
  - Young Foundation
  - Zoological Society of London, Institute of Zoology.

If you believe your research organisation is eligible but is not on this list, please contact us via [goingglobalpartnerships@britishcouncil.org](mailto:goingglobalpartnerships@britishcouncil.org) before submitting a proposal to this Programme.