**International Science Partnership Fund**

**Research Collaboration Grants – Application form**

**Updated 5/2/2024**

**This document is for guidance only. All applications must be submitted using the online application and not this form.**

[Apply through this form](https://britishcouncil2.formstack.com/forms/research_collaborations_global)

Please contact the International Science Partnership Fund Team if you are having any difficulties submitting your application form via our portal or if you require an alternative format for reasons of accessibility  
[UK-ISPF@british.council.org](mailto:UK-ISPF@british.council.org)

Proposal Summary

* Working title of Project
* Country
* Duration of project (months)
* UK Partner cost: full economic cost in GBP  
  (Where there is no co-funding from the international partner, this can include their costs)
* UK Grant Requested
* ***If working with Egypt or Malaysia***  
  Egypt/Malaysia Partner Cost: Full-Economic Cost in GBP

Egypt/Malaysia Grant Requested from partner funder

UK Project Leader

* UK Project Leader Title (Dr, Miss, Mr, Mrs, Professor, Other)

Other Title Used:

* UK Project Leader Name
* UK Project Leader Position
* UK Project Leader Gender
* Department and Job title (e.g., "Professor of Engineering")
* UK Project Leader phone number
* UK Project Leader email address
* How many hours per month do you spend on research related activities?
* How many hours per month would you dedicate to the proposed ISPF collaboration?
* UK Institution (Please enter the full legal name)
* UK Institution type: (Eg University, charity, public sector, etc)
* Full UK Institution Address
* UK region
* Head of Department (or equivalent). This will be the person who will sign the Institutional Statement of support.
* UK Email address of Head of Department (or equivalent)
* Name of UK Institution Legal Representative
* Email address of UK Institution Legal Representative
* Formal legal description of contracting institution including registered office address

International Project Leader

* International Partner Title (Dr, Miss, Mr, Mrs, Professor, Other)

Other Title Used:

* International Project Leader Name
* International Partner Project Leader Position
* How many hours per month do you spend on research related activities? (International Project Leader)
* How many hours per month would you dedicate to the proposed collaboration? (International Project Leader)
* International Partner Project Leader: Gender
* International Partner Project Leader Department and Job title (e.g., "Professor of Engineering")
* International Partner Project Leader phone number
* International Partner Project Leader email address
* International Partner Project Leader Institution (Please enter the full legal name)
* Institution type of International Partner Project Leader
* Full Address of International Institution
* Head of Department (or equivalent). This will be the person who will sign the Institutional Statement of support for the International Partner Project Leader.
* Email address of Head of Department (or equivalent) for International Partner Project Leader

Associated Partners

Please list any associated partners, indicating the type of organisation (i.e., higher education/research establishment, technology transfer office, not-for-profit/non-governmental organisation, commercial/for-profit organisation) and the country (UK or partner country). Please upload a PDF file with further information on the associated partners (see final pages of this form). This should include up to 300 words per partner, summarising the relevant organisational and individual skills, knowledge, and experience that each associated partner will bring to the project and the roles they will take.

1. Proposal Summary

* Project Abstract (no more than 2000 characters including spaces)

2. The Research Project

* Objectives of the project (up to 5; specific and achievable) (No more than 1000 characters including spaces)
* Which of the Sustainable Development Goals are applicable to this project (if any)? (Choose up to three)
* Key deliverables and anticipated outputs (No more than 1000 characters, including spaces)
* Please provide details of the research that is to be undertaken in the proposed ISPF Collaboration and place it clearly in its scientific context. (No more than 5000 characters, including spaces)
* Indicative timetable with milestones covering the entire lifetime of the grant requested. (No more than 1000 characters, including spaces)
* Please identify relevant stakeholders and potential users of the research and describe any existing engagement with them. (No more than 2000 characters, including spaces)
* Please outline how you intend to engage with each of the groups described above to maximise the potential of this collaboration to have a positive impact, during the lifetime of the grant and thereafter. Indicate how you will measure the impact on these stakeholder groups. (No more than 2000 characters)

3. The Collaboration

* Is this activity part of an existing collaboration between the UK and the international partner institution?

***If Yes:***

Please give details of the collaboration. (No more than 1000 characters including spaces)

* What roles will the different individuals/institutions have in the collaboration? (No more than 1000 characters including spaces)
* How will the collaboration be managed (including regarding communications)? (No more than 1000 characters)
* What value will the different individuals/ institutions/organisations add to the collaboration (with specific reference to their complementary expertise and technical resources)? How will each of the individuals/institutions/ organisations benefit and how does the collaboration support the strategies or needs of the institutions/organisations in the UK and in the International Partner? (No more than 3000 characters, including spaces)

4. Sustainability and capacity strengthening

* Please give a description of how the UK and the International partner research group/institution plan to continue the collaboration after the end of the activity, providing information about potential funding sources that might support it. (No more than 1500 characters, including spaces)
* Please indicate the level of capacity strengthening:

Individual Level

Institutional Level

Enabling Environment/Ecosystem Level

* How will the collaboration contribute to capacity strengthening within the wider research and innovation landscape in the partner country? (No more than 1500 characters, including spaces)

5. Official Development Assistance

**Please outline a plausible route between the outcomes of the proposed project to a positive tangible impact to the economic development and social welfare of the partner country/territory, benefitting low-income and/or vulnerable populations within a short-to medium time frame (10 years) by answering the following questions:**

* How is your proposal directly and primarily relevant to the development challenges of the partner country/territory? Please provide evidence of the development need and articulate how the proposed activity is appropriate to address this need.
* How do you expect that the outcome of your proposed activities will promote the economic development and welfare of the partner country/territory?
* What approach(es) will you use to deliver development impact within the lifetime of the project and in the longer-term? Please consider the potential outcomes, the key beneficiary and stakeholder groups in partner country/territory and how they will be engaged to ensure opportunities for them to benefit and to enable development impact to be achieved.

6. Gender Equality Statement

**This statement must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities.**

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

**Please address the following five areas/questions in regard to the project team and the outputs from the research:**

* 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 research and innovation. *(No more than 1,000 characters, including spaces)*
* What is the expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond. *(No more than 1,000 characters, including spaces)*
* Will there be an 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. Please provide details if no change is expected. *(No more than 1,000 characters, including spaces)*
* How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? Please provide an explanation if there are no risks or unintended negative consequences on gender equality are expected. *(No more than 1,000 characters, including spaces)*
* Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)? Please explain if there are no relevant outcomes and outputs which will require data to be disaggregated by age and gender. *(No more than 1,000 characters, including spaces)*

7. Research governance and ethics

* Please describe how you will ensure that the activity will be carried out to the highest standards of ethics and research integrity at least equivalent to those of the UK. (No more than 2000 characters, including spaces)
* Please describe how potential ethical and health and safety issues arising as part of this collaboration have been considered and how they will be addressed.   
  (No more than 2000 characters, including spaces)
* Will the collaboration covered by the ISPF grant involve any of the following:  
  Human participation; Human tissue; • Patient/Participant data; Animal research; Genetic and biological risk)
  + No
  + Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country have been obtained.
  + Yes - I confirm that all necessary permission certificates from the relevant local ethical review committee/authorities in the UK and the partner country will be obtained in advance of the activity commencing.
* Will this project be using and/or developing Artificial Intelligence technology?

*If yes:*Are there any potential ethical tensions or harms that might emerge during the project? What are your plans to mitigate them. (No more than 1000 characters including spaces)

8. Trusted Research

* Describe what due diligence for ethical, legal, financial and security considerations have been undertaken in planning the project and how you will ensure physical and on-line segregation of data and outcomes from this project and other research project leaders are undertaking. (No more than 1000 characters, including spaces)

9. Environmental Impact Statement

* What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? If negative impact is expected, how could it be mitigated? (No more than 1000 characters, including spaces).

**10. Safeguarding**

**British Council condemn all forms of harm and abuse, including bullying and harassment. We take a zero-tolerance approach to harm and abuse to any individual employed through or associated with our programmes in all contexts, whether in humanitarian or fragile and conflict-affected settings, in other field contexts, or within the international or UK research and development community which we fund. We expect organisations to promote the highest standards in organisational culture and have in place the systems and procedures required to prevent and tackle all incidents of harm and abuse**

**You will be required to provide Institution weblinks the following documents with your application:**

**Institution Safeguarding & Whistleblowing Policies and Codes of Conduct on acceptable and unacceptable behaviours for staff, volunteers, students and placements.**

**A copy of your risk assessment for any travel and/or field work must be provided with the application.**

* Please outline the your incident reporting procedure for this project (No more than 1000 characters. Including spaces)
* Name of the person who will be the Safeguarding Focal Point the Project (Name, Surname)
* Institution where Safeguarding Focal Point is based
* Safeguarding Focal Point Position
* Email address for Safeguarding Focal Point
* Weblink to Published Institutional Safeguarding and Whistleblowing Policies
* Institution Code of Conduct on acceptable and unacceptable behaviours for staff and project participants

11. Intellectual Property Rights

* Please indicate how IP generated through the project will be managed (*No more than 1000 characters, including spaces)*

12. Budget request

**Please complete the budget summary, listing (separately by the UK and international partners) all the funding you are requesting. Where there is no co-funding from the international partner, the UK costs can include costs for the international partner. You must also complete and submit the budget spreadsheet provided on the call website with details of all costs and in-kind contributions. Please refer to the Guidelines for Applicants for general guidance on the budget support that can be requested and any annexes for country-specific limits and criteria.**

**Directly Incurred Staff Costs**

UK: Total Directly Incurred Staff Costs 100% FEC (Full Economic Cost)  
UK: Total Directly Incurred Staff Costs 80% FEC (Full Economic Cost)

Egypt/Malaysia: Total Directly Incurred Staff Costs 100% FEC (Full Economic Cost)

Justification for all Directly Incurred Staff Costs for UK and International Partner

**Directly Incurred Travel and Subsistence**

UK: Directly Incurred Costs Travel and Subsistence 100% FEC  
UK: Directly Incurred Costs Travel and Subsistence 80% FEC

Egypt/Malaysia: Directly Incurred Costs Trave and Subsistence 100% FEC  
Justification for all Directly Incurred Travel and Subsistence Costs for UK and International Partner

**Other Directly Incurred Costs**

UK: Other Directly Incurred Costs 100% FEC  
UK: Other Directly Incurred Costs 80% FEC

Egypt/Malaysia: Other Directly Incurred Costs 100% FEC  
Justification for all Other Directly Incurred Costs for UK and International Partner

**Directly Allocated Investigators Costs**

UK: Directly Allocated Investigators Costs 100% FEC 0  
UK: Directly Allocated Investigators Costs 80% FEC 0

Egypt/Malaysia Directly Allocated Investigators Costs 100% FEC 0  
Justification for all Directly Allocated Investigators Costs for UK and International Partner

**Directly Allocated Facilities Costs**  
UK: Directly Allocated Facilities Costs 100% FEC   
UK; Directly Allocated Facilities Costs 80% FEC

Egypt/Malaysia: Directly Allocated Facilities Costs 100% FEC   
Justification for all Directly Allocated Facilities Costs for UK and International Partner

**Other Directly Allocated Costs**

UK: Other Directly Allocated Costs 100% FEC  
UK: Other Directly Allocated Costs 80% FEC 0

Egypt/Malaysia: Other Directly Allocated Costs 100% FEC

Justification for all Other Directly Allocated Costs for UK and International Partner

**Estates and Indirect Costs**

UK: Estates and Indirect Costs 100% FEC  
UK: Estates and Indirect Costs 80% FEC 0

Egypt/Malaysia: Estates and Indirect Costs 100% FEC

Estates and indirect costs are specific to each UK research organisation, and do not require justification. UK research organisations that have implemented the TRAC costing methodology and have passed the Quality Assurance process should apply their own estate and indirect costs. Non-research organisations that are not required to implement TRAC must have a robust costing methodology in place that has been validated to apply their own estates and indirect cost rates. The standard default rates should be used where research organisations have not yet developed their own rates.

**Exceptional Costs**Exceptional costs may only be included if they have been discussed with the British Council in advance at: UK-ISPF@britishcouncil.org.

UK: Exceptions 100% FEC   
Egypt/Malaysia: Exceptions: 100% FEC  
Justification for Exceptions

UK: TOTAL FUNDING REQUESTED

EGYPT/MALAYSIA: TOTAL FUNDING REQUESTED

14. Assessment of the proposal

**Please indicate which of the following British Council Review Panels is the most appropriate to assess your proposal. Please select 1 Review Panel you will then be able to choose up to 3 subject areas in priority order within the chosen Panel (most relevant, very relevant, relevant).**

**Please select the option “other” only if your research does not fit in any of the broad subject areas listed**

* Please indicate which of the following Review Panels is the most appropriate to assess your proposal.
* Arts and Humanities Review Panel
* Biological and Medical Sciences Review Panel
* Engineering and Physical Sciences Review Panel
* Natural Environment Review Panel
* Social Sciences Review Panel

**If Arts and Humanities Review Panel Selected**

1. Arts and Humanities Review Panel - Most Relevant Subject Area   
2. Arts and Humanities Review Panel - Very Relevant Subject Area  
3. Arts and Humanities Review Panel - Relevant Subject Area  
  
List of subject areas:

* Archaeology
* Architecture
* Classics
* Communication
* Conservation and museum studies
* Creative practice research
* Cultural studies and intercultural communication
* Dance
* Design
* Development studies
* Digital humanities
* Drama and theatre studies
* Fine and visual arts
* Heritage studies
* History
* Information and communication technologies (humanities)
* Languages (ancient)
* Languages (modern)
* Law and legal studies
* Library and information studies
* Linguistics
* Literature
* Marketing
* Media
* Music
* Philosophy
* Political science and international studies
* Theology, divinity, and religion
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Biological and Medical Sciences Review Panel Selected:**

1. Biological and Medical Sciences: Review Panel - Most Relevant Subject Area  
2. Biological and Medical Sciences: Review Panel -Very Relevant Subject Area  
3. Biological and Medical Sciences: Review Panel - Relevant Subject Area

List of subject areas:

* Ageing
* Animal biology
* Animal welfare
* Assistive technology and rehabilitation
* Biochemistry
* Bioinformatics
* Biology
* Biomaterials
* Biomedical engineering
* Bio photonics and sensors
* Biophysics
* Cancer
* Cell biology
* Chemical biology
* Dentistry
* Diet and health
* Epidemiology
* Evolutionary biology
* Genetics
* Global health
* Immunology
* Industrial biotechnology
* Infection
* Marine biology
* Mathematical biology
* Medical image analysis
* Medical technology
* Medicine
* Mental health
* Microbiology
* Microscopy
* Molecular biology
* Neuroscience
* Nutrition and public health
* Pharmacology
* Phytochemicals
* Plant science
* Regenerative medicine
* Reproductive health and childbirth
* Respiratory
* Structural biology
* Synthetic biology
* Systems biology
* Tropical medicine
* Virology
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Engineering and Physical Sciences Review Panel selected:**

1. Engineering and Physical Sciences Review Panel - Most Relevant Subject Area  
2. Engineering and Physical Sciences Review Panel - Very Relevant Subject Area  
3. Engineering and Physical Sciences Review Panel - Relevant Subject Area

List of Subject areas:

* Analytical science
* Archaeology
* Artificial intelligence technologies
* Bioenergy
* Biomaterials
* Bio photonics and sensors
* Built environment and building engineering
* Carbon capture and storage
* Chemical engineering
* Chemistry
* Civil engineering
* Coastal and waterway engineering
* Computer science
* Cybersecurity
* Earth sciences
* Electrical & electronic engineering
* Electrochemical sciences/energy storage and generation
* Energy networks
* Fluid dynamics and aerodynamics
* Fossil fuel power generation
* Geography
* ICT networks & distributed systems
* Infrastructure and urban systems
* Manufacturing technologies
* Marine, wave, tidal and hydro energy
* Materials science and engineering
* Mathematical sciences
* Mathematics
* Mechanical engineering
* Mental health
* Microscopy
* Nanomaterials and nanotechnology
* Nuclear energy
* Ocean engineering
* Petroleum Engineering
* Physics
* Plasma and lasers
* Quantitative and statistical methods
* Quantum devices, components, and systems
* Robotics
* Software engineering
* Solar technology
* Statistics
* Systems biology
* Telecommunications
* Whole Energy Systems
* Wind power
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Natural Environment Review Panel selected:**   
  
1. Natural Environment Review Panel - Most Relevant Subject Area   
2. Natural Environment Review Panel -Very Relevant Subject Area  
3. Natural Environment Review Panel -Relevant Subject Area

List of subject areas:

* Agricultural sciences
* Aquaculture
* Atmospheric physics
* Atmospheric chemistry
* Biodiversity
* Climate & climate change
* Ecology
* Environment/health interface
* Food science
* Forestry
* Genetics & development
* Geosciences
* Geography
* Hydrometeorology
* Marine environments
* Microbial sciences
* Epidemiology
* Oceanography
* Omic sciences & technologies
* Planetary science
* Plant & crop science
* Pollution, waste & resources
* Soil Sciences
* Systematics
* Terrestrial & freshwater environments
* Veterinary sciences
* Medical technology
* Medicine
* Mental health
* Microbiology
* Microscopy
* Molecular biology
* Neuroscience
* Nutrition and public health
* Pharmacology
* Phytochemicals
* Plant science
* Regenerative medicine
* Reproductive health and childbirth
* Respiratory
* Structural biology
* Synthetic biology
* Systems biology
* Tropical medicine
* Virology
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If Social Sciences Panel selected**

1. Social Sciences - Most Relevant Subject Area   
2. Social Sciences - Very Relevant Subject Area  
3. Social Sciences - Relevant Subject Area

List of subject areas:

* Anthropology
* Applied linguistics
* Built environment (as a social science)
* Change management
* Criminology
* Culture studies
* Demography
* Development studies
* Discourse studies
* Early childhood
* Economics
* Education
* Environmental planning
* Ethics
* Finance
* Geography
* Grantsmanship
* Energy networks
* Human rights
* Innovation
* International studies and international relations
* Law and legal studies
* Librarianship and information science
* Linguistics
* Logistics
* Management, business, and administration studies
* Maritime business
* Maritime law
* Marketing/consumer studies
* Nursing
* Philosophy of science
* Political science
* Psychology
* Science and technology studies
* Science policy
* Social anthropology
* Social policy and administration
* Social sciences & public health
* Social statistics, methods, and computing
* Social work
* Socio legal studies
* Sociology
* Supply chain management
* Theology and religious studies (as a social science)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Submission of Documents

Applicants are required to email the following documents, to the ISPF inbox UK-ISPF@britishcouncil.org, by the deadline. Late submission of supporting documents or submission of documents which do not comply with these requirements, will render the application ineligible. The documents are:

* **Narrative CV of UK Project Leader**
* **Narrative CV of International Project Leader**
* **Detailed project budget** (Using Budget form from British Council website)
* **GANTT Chart:** Showing timelines for the project with refence to the start and end dates indicated.
* **Statement of Support Head of Department (or equivalent) of the UK Institution**
* **Statement of Support Head of Department (or equivalent) of the International Partner institution**
* **Combined statements of support from Associated Partners**

**Risk Assessment for travel/field work**: This should outline the measures, including reporting procedures, and support that will be put in place for the placement of your fellows and the programme activities.

**All supporting documents should be sent by e-mail to** [**UK-ISPF@britishcouncil.org**](mailto:UK-ISPF@britishcouncil.org) **by 12 March 2024 at noon UK.** The subject line of the e-mail should be:  Research Collaborations (Surname of the UK Project Leader) (Country) Supporting documents

Documents must use the following format for names:

(Name of document ) (UK Project Leader  Surname) (Name of Country  
eg: Partner Project Leader CV; Smith; Egypt  
  
These are the names that must be used:

              UK Project Leader CV  
              Partner Project Leader CV  
              UK Letter of Support  
              Partner Letter of Support  
              Budget Sheet   
              Gantt Chart  
              Risk Assessment for Travel (if applicable)  
              Associate Partners Letter of Support (if applicable)

Projects will be considered ineligible if files are missing   
**ONLY ONE E-MAIL WILL BE ACCEDPTED AS PART OF THE SUBMISSION**

16. Pre-submission checks

*The following questions are answered Yes/No:*

* Have you obtained permission to submit this application on behalf of the UK and International Partner institutions?
* The UK institution is willing to receive the funds and sign the grant agreement.
* Both the UK and International Partner Project Leaders applicants' home institutions have the professional resources, competencies, and qualifications necessary to complete the proposed action
* Does the UK Freedom of Information Act apply to your organisation?

*You will confirm these with your submission by ticking the box ‘I confirm the above.’*

* Artificial Intelligence tools have not been used in writing this application, or where they have been used, they have been clearly identified in the responses.
* Neither the UK nor the International Partner's home institution are bankrupt, being wound up, or having their affairs administered by the courts.
* Neither the UK nor the International Partner's home institution have entered into an arrangement with creditors or suspended business activities or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.
* Neither the UK Project Leader nor the International Partner Project Leader are guilty of grave professional misconduct proven by any means which the contracting authority can justify.
* Neither the UK nor the International Partner Project Leader have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests.
* Neither the UK nor the International Partner Project Leader have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests.
* Neither the UK Applicant nor the International Partner Project Leader are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.

**The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches. Before continuing, please confirm you have read and understood the above notice.**

17. Submission

* Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations, reviewers, panel members, DSIT, and other organisations contracted by the British Council for Monitoring, Evaluation and Evaluation purposes for the purpose of this funding application (please note; if you do not agree to this we may not be able to consider your application for funding).
* The British Council wishes to publish information on successful applications (including the summary provided on the first page of this form) on their website, in promotional materials disseminated through any medium, and in reports and documents. The British Council will not publish personal details on their website or via other media without prior permission.