**British Council Additional Information Form**

In order to comply with British Council eligibility and general requirements on behalf of the International Science Partnerships Fund (ISPF) for this Scientific Expeditions call, UK applicants are required to provide the following information which **must** be submitted as part of an attachment to the application submitted through to CNPq via the [Carlos Chagas platform](https://carloschagas.cnpq.br/english/index.html).

If you have any questions about this form, please contact ISPF-Amazonia@britishcouncil.org

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| **1. UK Lead Applicant**  |
| Name and title |  |
| Gender (for statistical purposes. This will not affect choice of participants) |  |
| Position and institution |  |
| Postal address |  |
| Email |  |
| Phone number |  |

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| **2. Brazilian Lead Applicant**  |
| Name and title |  |
| Gender (for statistical purposes. This will not affect choice of participants) |  |
| Position and institution |  |
| Postal address |  |
| Email |  |
| Phone number |  |

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| **3. Project title** (in English) **please include “Brazil-British Council” as a prefix for the title here and on the** [**Carlos Chagas Application platform**](https://carloschagas.cnpq.br/english/index.html) |
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**Official Development Assistance (ODA) eligibility**

For the purpose of this funding opportunity, we define activities leading to impact with development relevance as activities that have the potential to contribute to the economic development and social welfare of low and middle-income countries[[1]](#footnote-2)[1], benefitting low income and/or vulnerable populations in these countries.

In order to be considered for funding under this call,**all proposals must clearly demonstrate a primary focus on development and articulate a plausible route to positive impact within a short to medium term timeframe (within 10 years). Applications which do not meet this criterion will not be deemed eligible.**

In some disciplines, development relevance can be longer term and less direct than in other areas.  In all cases, it is the responsibility of the applicant to articulate within the application how the proposed activities will meet these criteria.

For further information, please visit [ODA](https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/official-development-assistance.htm).

**Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application.** **A strong case for your proposal must be made.**

Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues.

**ODA transparency and reporting**

As part of the government’s commitment to ODA transparency and in line with FCDO ODA reporting requirements, there is a requirement to publish information about ODA grants including project titles and summaries via the International Aid Transparency Initiative (IATI) registry and via FCDO’s national statistics.

The purpose of publishing information via the IATI registry is to make information about ODA easily accessible to governments, stakeholders, and other relevant groups in beneficiary countries. All funded projects from this programme will be published in this way. Please therefore write your project title and summary in such a way that they are meaningful and accessible to non-specialist audiences, following publication.

It is expected that the project title and summary are written in plain English and avoid the use of jargon, acronyms, puns and plays on words. Please also make clear in your project title and summary how your project is ODA-compliant, for example by identifying the development challenge(s) being addressed, the aims of the project and the beneficiary countries.

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| **4. Please describe the ODA relevance of your proposal (No more than 3,500 characters)** |
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**Gender Equality Statement**

According to 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.

Applicants are required to consider how they can contribute to addressing gender inequality through their project. This should be about the project specifically – activities, outputs, and outcomes; the make-up of the project team; participants, stakeholders, and beneficiaries of the project; and the processes followed throughout the research 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 research and innovation, 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 ensure equitable 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.
* The expected impact of the project 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, race, socio economic backgrounds, disability, and gender (where disclosed)?
* For grant applications, please consult [useful guidance on Gender Equality Statements](https://www.gender.ed.ac.uk/gender-sensitive-research/improving-research/)

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.

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| **5. Please provide your Gender Equality Statement (No more than 3,500 characters)** |
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**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. Applications should detail how they will identify and manage safeguarding risks within their projects.

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| **6. Please detail how you will identify and manage safeguarding risks within your project (No more than 2,500 characters)** |
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**Ethics and research governance**

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. Applicants must consider any potential ethical and health and safety issues 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/publications/ukri-policy-on-the-governance-of-good-research-practice/), the Inter Academy Partnership report ‘[Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise](https://www.interacademies.org/news/iaps-doing-global-science-simple-guide-responsible-research-conduct)’ or contact us for further guidance.

# **Submission**

The required supporting documents must be in PDF format:

* English translation of the completed Research Proposal template (Annex IV in the main funding opportunity)
* UK Project Lead’s CV (up to two sides of A4 each)
* [Scientific Expeditions Budget Form](https://opportunities-insight.britishcouncil.org/sites/siem/files/field/file/news/Scientific_Expeditions_Budget_Form.xlsx)
* Letter of support from the UK Project Lead’s institution in English, on headed paper, signed by the Head of Institution, Head of Department or other person with appropriate delegated authority, expressing specific commitment to the proposed project, willingness to receive funding and to sign a grant agreement with the British Council, and describing why the experience and capability of the UK Project Lead is particularly suited to the project content. Please note that supporting letters must not be signed by the UK Project Lead.

Please follow these instructions for your submission[[2]](#footnote-3):

* Fill out The *British Council Additional Information form* in full and convert it into a pdf file.
* Open The *British Council Additional Information form* in Adobe Acrobat Reader
* Click on “Comment” at the vertical navigation bar on the right-hand side of the document.
* On the new horizontal navigation bar displayed immediately above the document, select the clip with a **+** sign “Add a new attachment”.
* The image of a pin will be displayed.
* Click into the box below and you will be able to select the **pdf** file to insert. Repeat this procedure for each of the required documents. All of them should be in **pdf** format.

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| **7. Please drag and drop your files (supporting documents) within this box. (The British Council Additional Information form including its attachments should not exceed 1 MB)** |
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Once you have completed these steps, your Legal Amazon Lead partner should attach *The British Council Additional Information Form* onto the [Carlos Chagas platform](https://carloschagas.cnpq.br/english/index.html) as part of your joint application, by the deadline set for this call.

We will use the information provided on this form as part of the processing of the application, making any consequential award, for the award payment, monitoring, maintenance, and review of the award. In order to carry out the selection process for the grants, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.

[ ] Please tick this box to confirm you have read and understood the Data Protection section on the British Council’s Scientific Expeditions Guidelines and agree with the terms of it.

1. **1** [OECD - Financing for Sustainable Development](http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf) [↑](#footnote-ref-2)
2. Please refer to our “[Uploading your pdf documents](https://opportunities-insight.britishcouncil.org/sites/siem/files/field/file/news/Uploading%20your%20pdf%20documents.docx)” guide for more clarity [↑](#footnote-ref-3)