

ISPF Research Collaboration (Japan) Grant Applicant Guidelines

v.1.3 July 2024

Call opens: 1 July 2024

Call closes: 17 September 2024 at noon UK time

Maximum Grant: £80,000 (Project Cost £100,000 FEC)

Total funding available for this call: £560,000

How to apply: UK applicants to apply online submission via:

<https://grants.britishcouncil.org/>

Change	Page in v 1.2	Page in v 1.3
Corrected error in table of examples of eligible and ineligible project costings	5	5

Change	Page in v 1.1	Page in v 1.2
Addition of monitoring, evaluation and learning (MEL) requirements	-	6

Change	Page in v 1.0	Page in v 1.1
Clarification on employment status of Japan Project Leaders	6	6

We will allow one application per Project Leader from either the UK or Japan.

Country	Funding available	National Priorities
Japan	<p>Up to £80,000 per proposal</p> <p>UK institutions will be funded at 80% of Full Economic Cost (FEC)</p> <p>Japan institutions will be funded at 100% FEC and must not exceed the more than 30% of the overall cost of the project calculated at 100% FEC</p>	<p>Transformative Technologies</p> <p>Tomorrow's talent</p>

Funding available: A total of £560,000 for UK institutions to fund up to 7 bilateral projects. See [Appendix 1](#) for more information.

The British Council may ask lead institutions to prioritise their applications, and potentially limit the number of submissions from each university or research institution, if there is high demand for the call.

Collaborations should include one Project Leader from the UK and one Project Leader from Japan.

We will allow only one application per Project Leader, from either country.

Assessment Process:

- Eligibility Checking
- Review by external experts
- Interdisciplinary review panel
- Moderation Panel to determine final funding decisions.

Grant disbursement process: The British Council will disburse grants to UK Institutions who will then disburse funding to the other delivery partner.

Indicative Timeline

Activity	Date
Call Opens	1 July 2024
Deadline for applications	17 September 2024
Review panels	December 2024
Outcome of selection	December 2024
UK Project start dates:	1 January 2025
Project end dates:	31 December 2026

Contact: Japan-ISPF@britishcouncil.org

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Background

1.1 Overview of the funding opportunity

ISPF Research Collaboration grants provide small scale seed funding for collaborations between the UK and the participating ISPF countries/territories in each call to:

- Initiate new research and innovation collaborations between academic groups, departments, and institutions in partner countries and the UK
- Develop existing collaborations at group, departmental, and institutional level
- Encourage these collaborations to work with non-academic organisations and individuals to support the exchange of research and innovation expertise and the translation of research knowledge into tangible benefits
- Establish local hubs for joint UK-country/territory activity in a particular area, enabling engagement from the wider research and innovation community.

It is not expected that proposals will address all of these areas but should consider at least one of the above.

Proposals will be accepted which under one or more of the ISPF themes. Partner countries may decide to focus on a specific theme or aspect of a theme. The ISPF themes addressed in this call are:

- **Transformative Technologies** - Developing responsible technologies to secure our place in tomorrow's world
- **Tomorrow's Talent** – Nurturing talent to drive inclusion, research, and innovation.

The Research Collaboration Programme is designed to be flexible and responsive to in-country/territory needs, allowing applicants to establish collaborations on specific areas linked to country priorities and development needs, and to bring in relevant private and third sector partners, including small and medium enterprises (SMEs), nongovernmental organisations (NGOs), technology transfer offices, and other not-for-profit organisations. While Tomorrow's Talent is a theme in this programme, proposals are expected to focus on a research question under that theme or embed it in the design of the project.

Grants for proposals under this call will be for up to £80,000 for up to two years.

UK Project leaders should submit proposals with figures of 100 per cent Full Economic Costs (FEC) for the UK Institution if successful, with grants paid at 80% of that figure. UK Project Leaders may request funding to support activities in Japan. These requests will be funded at 100% FEC but must not exceed 30% of the overall cost of the project, calculated at 100% FEC.

Examples of eligible and ineligible project costings

UK Budget FEC	Funding for UK 80% FEC	Japan Budget 100% FEC	Total Project Cost	Grant requested UK 80% +Japan 100%	Eligible
£62,500	£50,000	£30,000	£92,500	£80,000	Yes
£70,000	£56,000	£30,000	£100,000	£86,000	No exceeds maximum grant
£70,000	£56,000	£24,000	£ 94,000	£80,000	Yes
£80,000	£64,000	£20,000	£100,000	£84,000	No exceeds maximum grant
£90,000	£72,000	£10,000	£100,000	£82,000	No exceeds maximum grant
£90,000	£72,000	£8,000	£ 98,000	£80,000	Yes

For best fit to the local context, priority areas, specific innovation challenges and additional application requirements have been set for Japan through discussion with national stakeholders. Proposals which do not follow the country/territory specific guidance cannot be considered for funding.

1.2 The International Science Partnerships Fund

The International Science Partnerships Fund (ISPF) is designed to enable potential and foster prosperity. It puts research and innovation at the heart of our international relationships, supporting UK researchers and innovators to work with peers around the world on the major themes of our time. It is managed by the Department for Science, Innovation and Technology. Delivered by a consortium of the UK's leading research and innovation bodies including British Academy, British Council, Met Office, National Physical Laboratory, Royal Academy of Engineering, Royal Society, UK Research and Innovation, UK Atomic Energy Authority and Universities UK International. For more information:

- <https://www.gov.uk/government/publications/international-science-partnerships-fund-ispf/international-science-partnerships-fund-ispf>

Scope of the programme

Grants under the ISPF Fund Research Collaboration programme will fund bilateral research and innovation collaborations under the ISPF themes, with priorities set with partner countries and territories at call design. The call will fund Global Challenges Research Grants to support and facilitate research that tackles global challenges.

Wherever possible, Research Collaboration should demonstrate how they will benefit the wider research and innovation community in the partner country/territory. Collaborations may also be established as UK-partner country/territory centres of excellence, based in the partner country/territory, in a particular research area, acting as a resource hub for the wider research community in country and a focal point for other activities, (e.g. seminars, technical training workshops).

When designing your proposal, you should consider how best to involve early career researchers to promote their development and, more generally, to build researcher capacity, especially in the partner country/territory.

ISPF Fund Research Collaboration grants can cover costs which support research and innovation collaboration, including human resources costs; travel costs associated with exchange of researchers, students and staff from partners and other organisations; the costs of organising meetings, seminars, and training; and other activities to establish and strengthen collaborative links. Grants can also include a limited contribution to other research related costs (including equipment, consumables, and non-staff fieldwork costs). Please refer to Appendix 1 for details.

Applications should demonstrate a considered approach to monitoring, evaluation and learning (MEL) to track progress against intended objectives. We encourage applicants to develop specific, measurable, achievable, relevant and time bound (SMART) indicators for their projects and put in place systems to collect data against them. The British Council will share a template to successful applicants on interim reporting and end of project reporting.

Applicants can request a grant contribution for tackling barriers to participation, diversity, and inclusion of up to an additional £2,000. Examples of costs that can be covered include but are not limited to additional childcare costs, measures to support the participation of researchers and team members with disabilities. Such requests should be included in the budget as Exceptions and should be supported by justifications submitted separately by email to: Japan-ISPF@britishcouncil.org.

Eligibility

Proposals must fulfil the following criteria to be eligible for funding under this Programme:

- Each proposal must have one Project Leader from the UK **and** one Project Leader from Japan.
- Both Project Leaders must be Leading Researchers¹ or Established Researchers²
- Japanese Project Leaders must be permanent employees of their institution, or be on a contract of employment with their institutions that covers the proposed duration of the project
- UK Project Leaders must be permanent employees of one of the following (this means that Emeritus and Honorary Professors may not apply as lead):
 - A not-for-profit higher education institution with the capacity to undertake high-quality research, unless specified otherwise in Appendix 1.
 - A UK higher education institution (all UK higher education institutions are eligible).
 - A not-for-profit research organisation with the capacity to undertake high-quality research. The list of eligible UK institutions is attached with the grant call documents on the website. A Catapult Centre³ (in the case of the UK Project Leader).
- Both Project Leaders' institutions (the 'Lead Institutions') must have the capacity to administer the grant.

¹ For an indication of profiles for the two categories, we suggest applicants refer to the European Commission document 'Towards a European framework for research careers'
https://cdn5.euraxess.org/sites/default/files/policy_library/towards_a_european_framework_for_research_careers_final.pdf

² *ibid*

³<https://www.ukri.org/apply-for-funding/how-to-apply/check-if-you-are-eligible-for-research-and-innovation-funding/eligible-independent-research-organisations/>

- Individual departments within a single institution can make multiple applications per call provided that the proposed activities are clearly different.
- Project Leaders may only submit one Research Collaboration application per call.
- Project Leaders who currently hold an ISPF Research Collaborations grant from the British Council are not eligible to apply under this call.
- Organisations affiliated to higher education institutions in the UK or any other country and based in the partner country, (e.g. an overseas campus) may apply as the Lead Institution in the partner country provided that other eligible higher education institutions or research organisations are also involved as Associated Partners in-country.

Organisations cannot apply as Lead Institutions in Links with their *own* affiliates in other countries.

To support the translation of research and innovation into benefit, Project Leaders are encouraged to include in their proposals Associated Partners affiliated with:

- Other research or higher education institutions
- Technology transfer offices
- Not for-profit organisations (including NGOs)
- For-profit/commercial organisations (including SMEs)

Not for-profit higher education institutions or publicly funded research organisations **are eligible** to apply as Lead Institutions.

For-profit organisations and not-for-profit organisations can participate in but are **usually not** eligible to apply for Research Collaboration grants (unless specified otherwise in Appendix 1). Furthermore, **for-profit organisations are not eligible to receive any ISPF grant funds except to cover travel associated costs.**

Eligibility checks will be applied to all proposals on receipt. Proposals which are not led by a recognised not-for-profit higher education institution or a publicly funded research organisation (unless specified otherwise in Appendix 1) will be rejected during these checks. Please see Appendix 2 for a full list of eligibility criteria.

If you are unsure about your organisation's eligibility, for UK see the list of eligible UK institutions attached with the grant call documents on the website; for partner countries, please contact the local British Council office.

Gender Equality Statement

To encourage excellence in science, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. It is expected that the principles articulated in the Gender Equality section will be embedded in the application, although particular attention should be paid to specific gender questions. It is understood that, depending on the nature of the activity and innovation, not all questions will be applicable. If a question is not applicable, you will need to explain the reasons why.

- 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.

- 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)?

Applicants are required to consider the impact their project will have on gender. 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 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.

Any application which fails to give due consideration to gender inclusion or to adequately answer the gender questions, will be ineligible for funding.

Funding available

For non-profit organisations and Research Institutions, these are the eligible costs at 80% FEC:

- Staff costs (including directly incurred and directly allocated posts).
- Other research costs (including consumables). Please note that no single items over £10,000 may be included.
- Travel and subsistence for exchange/mobility activities (including cost of workshops, meetings etc).
- Estates and indirect costs.

A summary of costs to be covered by the grant must be included in the online application form and must contain justifications, (e.g. why consumables or equipment are needed, why travel is necessary).

Please also complete the budget summary on the online application form and a brief justification for the amounts applied for. Where you do not provide explanation for an item that requires justification, or include an ineligible cost, it may be cut from any grant made.

The level of grant funding available from the ISPF Fund depends on the country/territory: please see Appendix 1 for country specific guidance and funding limits.

Funds will be disbursed directly to the Lead Institution(s), (i.e., the Project Leaders' institutions) according to the approved final budget. Applicants may be asked to adjust their budget if their request does not fit within funding guidelines.

Unless stated otherwise, an advance payment of 80% of the ISPF Fund grant will be made on signature of the grant agreement, followed by two payments of 10% dependent upon approval of reports by the British Council.

Lead institutions will be expected to transfer funding to the Partner Institution where that has been indicated in the budget.

Lead Institutions may transfer funding to Associated Partners for activities which support the objectives of the collaboration and the overall Programme. Any costs of Associated Partner contributions should be included in the proposed budget for the respective country. As detailed above, for-profit organisations are not eligible to receive any grant funds except to cover travel associated costs.

The following sections detail the costs that can and cannot be included in your budget request.

6.1. Eligible costs

Research Collaboration grants are intended to contribute to the direct costs of establishing and operating your collaboration, (i.e., costs directly related to implementing activities contained in the proposal). Grants are awarded based on 80% of the Full Economic Costs of the research project.

Please contact Japan-ISPF@britishcouncil.org if you are in doubt over which costs the Researcher Collaborations Programme can cover.

Unless specified in the country/territory specific guidance, Research Collaboration Programme grants can cover:

Directly Allocated costs: This includes the resources used by a project that are shared by other activities. They are charged to projects on the basis of estimates rather than actual costs and do not represent actual costs on a project-by-project basis.

Directly Incurred costs: These are explicitly identifiable as arising from the conduct of a project, are charged as the cash value actually spent and are supported by an audit record.

Indirect costs are ones which cover the costs of the Research Organisation's management and administrative services.

Staff costs

Directly Allocated staff are those who will be working directly on the project, but whose involvement on the grant can only be based on an estimate of the time the work will take (e.g., investigators). Directly Incurred staff are those whose time on the project is actual, auditable, and verifiable (e.g., researchers and technicians' salaries, consultancy fees, superannuation, and national insurance payments).

Travel and Subsistence costs

Travel (economy class) and subsistence costs to the UK and partner countries are eligible. To reduce the impact of the project on the climate and environment, all travel should be essential to creating the outcomes of the project and should be justified in the application form.

Visa fees, vaccinations, and medical insurance for travel essential to the collaboration to the UK and partner countries are eligible. Costs of meetings, training events and seminars integral to the collaboration can also be included.

Other directly incurred costs

Other research costs directly relating to the project. Includes specified consumables, equipment costing less than £10,000, recruitment and advertising costs to be incurred by the UK Research Organisation.

Other directly allocated costs

Support staff salaries, a share of the costs of departmental support staff, and the costs of access to major research facilities.

Estates and Indirect Costs (non-staff direct costs) UK PARTNER ONLY

Facility related costs of conducting the research including utilities, rates, rents, maintenance, insurance, infrastructure costs, facilities management, cleaning, security, and depreciation of equipment.

A contribution towards the cost of all other overheads for central service departments such as Finance, Human Resources, Legal and Registry.

The following items are also covered by estates and indirect costs:

- Overheads.
- Communication costs, mobile phone rental, purchase, and roaming charges.
- Purchase or rental of standard office equipment (except specialist equipment essential to the research).
- IT hardware – laptops, personal computers, tablets, smart phones, Mac workstations, computer parts and peripherals.
- Office software.
- Desks, chairs, filing cabinets, photocopiers, printers, fax machines.

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.

Additional Funding for Inclusion (Exceptions)

The British Council is committed to equal opportunities and diversity and will consider, on a case-by-case basis, requests for support to encourage underrepresented groups to engage in ISPF activity, up to a maximum of £2,000 per project so long as sufficient justification is provided.

Applicants can request a grant contribution for tackling barriers to diversity and inclusion. Examples of costs that can be covered include but are not limited to additional childcare costs, measures to support the participation of researchers and team members with disabilities. Such requests should be clearly marked in the budget form under Exceptions and should be supported by justifications submitted separately by email to: Japan-ISPF@britishcouncil.org.

6.2 Ineligible costs include (but are not limited to):

Estates (non-staff direct costs): JAPAN PARTNER

Estates and Indirect costs: JAPAN PARTNER

Equipment costs

Individual items costing £10,000 or more including VAT (Value Added Tax) are not eligible for ISPF funding under this call. Costs for standard office equipment, communication costs and other overheads should be covered by Estates and Indirect Costs.

Studentships

Costs associated with Masters and PhD studentships are not eligible under this call (including stipends). See in-country guidance for exceptions from co-funders.

Costs related to writing up, promoting, or disseminating previous research

Patent costs

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.

Exceptional Costs

Except for costs to support inclusion as detailed in section 6.1, no other exceptional costs will be approved.

How grants will be disbursed

For British Council disbursed grants, unless stated otherwise, an advance payment of 80% of the Research Collaboration grant will be made to the UK Institution on signature of the grant agreement, followed by two payments of 10% dependent on approval of reports by the British Council

Please note that Appendix 1 may specify further, country-specific information on eligible and ineligible costs.

Partnerships

1. Equitable Partnerships

Equitable Partnerships are a key pillar of the Research Collaboration Programme. UKRI (UK Research and Innovation) developed the following statement of expectation for research partnerships in consultation with researchers from East Africa:

“Partnerships should be transparent and based on mutual respect. Partnerships should aim to have clearly articulated equitable distribution of resources, responsibilities, efforts, and benefits. Partnerships should recognise different inputs,

different interests and different desired outcomes and should ensure the ethical sharing and use of data which is responsive to the identified needs of society.”

Further guidance on how to develop and maintain equitable research partnerships is available in KFPE’s [Guide for transboundary research partnerships ‘11 Principles and 7 questions:](#)

https://naturalsciences.ch/organisations/kfpe/11_principles_7_questions

2. Associated Partnerships

To support the realisation of impact, Project Leaders are encouraged to include in their proposals associated partners (known as ‘project partners’ on UKRI proposals). An associated partner is defined as a collaborating organisation that will have an integral role in the proposed research and from which you have secured a commitment (other than that from British Council/UKRI or the in-country funding partner) to provide additional resources for this project. This may include in-kind or cash contributions such as expertise, staff time, use of facilities, etc.

These can include:

- Other research or higher education institutions
- Technology transfer offices
- Not for-profit organisations (including NGOs)
- For-profit/commercial organisations (including SMEs)
- UK Catapults

A letter of support from each project partner/associated partner confirming the level of support specific to this proposal must be included as an attachment. This must be signed, dated within three months of submission and on headed paper.

Project duration

It is expected that all funded project activity will begin on or after 1 January 2025 and be completed according to the deadlines specified in individual country/territory guidance at Appendix 1. For UK Institutions, funding, if approved, will be transferred to the successful institution once the grant agreement is counter-signed by the British Council. Formal project start dates will be set in the grant agreement by the British Council. Expenses incurred by the institutions prior to the effective start date, including any costs incurred in the production of the proposal, cannot be charged to the grant.

Where funding is offered by participating country or territory partners, please refer to Appendix 1 for specific details on payment arrangements.

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.

Please refer to the Research Councils UK ‘Policy and Guidelines on Governance of Good Research Conduct’ (<https://www.ukri.org/councils/esrc/guidance-for-applicants/research-ethics-guidance/our-policy-and-guidelines-for-good-research-conduct>), 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 at Japan-ISPF@britishcouncil.org.

It is the absolute responsibility of the Project Leaders and the Lead Institutions to ensure that appropriate ethical approval is granted and adhered to, and that no research requiring ethical approval is initiated until it has been granted.

In the online 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. Specifically, applications that involve research on animals, human participants, human tissue, or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and Japan, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded.

Approval(s) for the research detailed in an International Science Partnerships Fund grant proposal must be granted by the appropriate bodies before any work can commence. Organisations, applicants, and grant holders have absolute responsibility for ensuring that the necessary approvals are granted for the research set out in their proposal.

The Project Leader/Lead Institution must be prepared to furnish the British Council with a copy of the ethical approval, and any correspondence with the committees, if requested by either funder. The Project Leader must notify the British Council if a regulator or a research ethics committee requires amendments that substantially affect the research question, methodology or costs to the extent that the project is no longer the same as that approved for funding by the British Council.

1. ***Japan ethics guidance***

The Lead Institution in Japan is responsible for managing and monitoring the conduct of medical and health research in a manner consistent with the UK Policy Framework for Health and Social Care Research. There must be effective and verifiable systems in place for managing research quality, progress and the safety and well-being of patients and other research participants. These systems must promote and maintain the relevant codes of practice and all relevant statutory review, authorisation, and reporting requirements. Applicants are responsible to obtain ethical approval from relevant authorities before the start of activities that require such approval. Applicants must ensure that the work carried out adheres to the local guidelines for best practice.

Please refer to the Research Councils UK 'Policy and Guidelines on Governance of Good Research Conduct' (<https://www.ukri.org/councils/esrc/guidance-for-applicants/research-ethics-guidance/our-policy-and-guidelines-for-good-research-conduct/>), 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 at Japan-ISPF@britishcouncil.org.

Diversity and Inclusion

British Council are committed to equality, diversity, and inclusion, and to continuing to attract and nurture talented people from the widest pool to remain internationally competitive in

research and innovation. We believe that everyone has a right to be treated with dignity and respect, and to be provided with equal opportunities to flourish and succeed. This includes avoidance of bias due to disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender), and age.

We also recognise, and will seek to maximise, the benefits achieved by diversity of thought and experience within inclusive groups, organisations, and the wider community. British Council are therefore committed to ensuring that the best potential researchers from a diverse population are attracted into research careers. Applicants are asked to consider encouraging participation from researchers from underrepresented groups in the teams implementing their proposed activities.

We are able to offer additional funding to support participation as Exceptions up to a total of £2,000 per proposal, upon request. Please refer to the [budget section](#) of this document for additional information. Such requests should be clearly marked in the budget form under Exceptions and should be supported by justifications submitted separately by email to: Japan-ISPF@britishcouncil.org.

For more on the British Council's approach, see our Equality Policy at: <https://www.britishcouncil.org/about-us/how-we-work/policies/equality-diversity-inclusion>

Trusted Research and Innovation

Trusted Research is a cross-research and innovation sector term for protecting intellectual property, sensitive research, people and infrastructure from potential theft, misuse, and exploitation. In this context, there are established programmes of work on managing security and related risks in international higher education. The British Council work to ensure its partner institutions are aware of and understand the nature of risks posed by these issues, and that they are able to respond appropriately.

As your application involves international collaboration and will be funded through the International Science Partnership Fund (ISPF), you will need to demonstrate how your proposed project will identify potential risks and the relevant controls you will put in place to help proportionately reduce these risks. This will include describing what due diligence for ethical, legal, financial and security considerations has been undertaken in planning the project; confirming you have had open discussions with your partners around any conflicts of interest and how you will ensure both physical and on-line segregation of the data and outcomes from this project from other research you and the partner are undertaking separately.

Further information on managing risks in internationalism has been produced by Universities UK and UKRI.

- [Universities UK: Managing risks in internationalisation: security related issues](#)
- [Managing risks in international research and innovation](#)

Safeguarding

British Council condemns 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.

A draft completed risk assessment for travel is required as part of the application process to demonstrate an understanding of the risks involved travelling to and from Japan, whether for meetings or for field work.

You will be expected to have in place the following robust policies and procedures:

- Safeguarding and Whistleblowing Policy
- Incident reporting procedure, which includes safe reporting.
- Code of Conduct on acceptable and unacceptable behaviours for staff, volunteers, students and placements.
- Safer recruitment policies and processes, which includes conducting relevant disclosure and/or criminal records checks for individuals directly working with children and/or vulnerable adults.

We require clients, customers, partners, and suppliers to operate within the British Council's Safeguarding Policy:

https://www.britishcouncil.org/sites/default/files/safeguarding_policy_2.0.pdf

Partners, Suppliers & Contractors:

The terms 'partners, suppliers and contractors' relate to all those who we have a contract or agreement with to provide goods, services, or collaboration. There may be a financial or alternative benefit, but this is not essential. It includes implementing partners who carry out work on our behalf and other stakeholders with whom the British Council may establish a working relationship, such as Ministries, and Donors and Funders.

Submission process

The deadline for submission of a completed application 17 September 2024 at 12.00 noon (UK time). Proposals submitted after the deadline will not be considered for funding.

The deadline applies to all parts of your application. Any applications which are not submitted *in full* by the deadline, will be considered *ineligible*.

Appeals against this decision will not be accepted.

Applicants for all calls must submit a completed online application form at the following **link**:
<https://grants.britishcouncil.org/>

Please note that you will need to register on the website before you are able to start your application form. The application form will be linked to this log in and password.

The application form must be created under the UK Project Leader's account on the application website.

If you are unable to use the on-line application for reasons of accessibility, please contact us at Japan-ISP@britishcouncil.org

Completing the application form:

To assist you in developing your application and sharing content with your partners, a Word version of the online application form will be available for download from the call website. This is solely to allow you to develop your responses in a convenient format. The final version of your application **must** be submitted using the online form.

Please give specific regard to the following sections of the application form:

Gender Equality Statement

Applicants are required to consider the impact their project will have on gender. Gender Equality is not the same as Gender Balance, although it does include Gender Balance it is mainly concerned with the impacts of the proposed project. Gender equality statements which focus solely on the gender balance of the project team should also describe the background and context for gender balance in their field of research.

The Gender Statement must 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 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 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.
- 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)?

The British Council has produced additional guidance on writing a gender statement.

[Gender Equality Statements - Guidance for Applicants](#)

Please also refer to Appendix 4.

The British Council reserves 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.

Supporting Documents

In addition to filling in the online form, applicants are required to submit the following documents. Late submission of supporting documents or submission of documents which do not comply with these requirements, will render the application *ineligible*. The documents are:

- **UK Project Leader's Narrative CVs** (up to two sides of A4) in the R4RI format
- **Japan Project Leader's CV** (up to two sides of A4)
- **Letters of support**
All Letters of support must be in English on headed paper, dated within 3 months of the closing date for applications.

Institutional Support Letter

From the UK and Japan Project Leaders' organisations, 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, a description of any in-kind support to be given and describing why the experience and capability of the Project Leader is particularly suited to the project content. **Please note that supporting letters must not be signed by the Project Leaders.**

Associated Partners Letters

If the proposal includes project partners/associated partners, a pdf file **combining together signed letters from each partner containing a maximum of 300 words on their contribution to the project - this could be financial or in-kind, e.g., expertise.** All supporting letters **must** be submitted as a **combined** document. Letters from every project partner/associated partner listed in the application **must** be provided.

- **Weblink to Institution Safeguarding and Whistleblowing Policies**
- **Weblink to Institution Codes of Conduct on Acceptable Behaviours for staff and project participants**
- **A draft completed risk assessment for travel (mandatory if travel for funding is requested)**
- **GANTT Chart**
Showing timelines for the project with reference to the start and end dates indicated.

Any other documents sent late will not be considered unless these are specified in Appendix 1.

Documents must use the following format for names:

Name of document *UK Project Leader Surname Name of Country*

eg: UK Project Leader CV Jones Japan

These are the names that must be used:

UK Project Leader CV

Japan Project Leader CV

UK Letter of Support

Japan Letter of Support

Gantt Chart

Risk Assessment for Travel

Associate Partners Letters of Support

Projects will be considered ineligible if files are missing, incomplete or not submitted via the on-line portal with the application.

Applications must be in English.

A Word version of the application form is available on the call website. This is solely to allow you to develop your responses in a convenient format. **The final version of your application must be submitted using the online form.**

If you experience problems with the online submission system, please contact Japan-ISPF@britishcouncil.org **before** the submission deadline. If you alert us to technical issues after the deadline, we will not be able to take them into consideration when assessing the eligibility of your application.

if you require an alternative format of the on-line submission form for reasons of accessibility, please contact us at: Japan-ISPF@britishcouncil.org.

Finalising submission

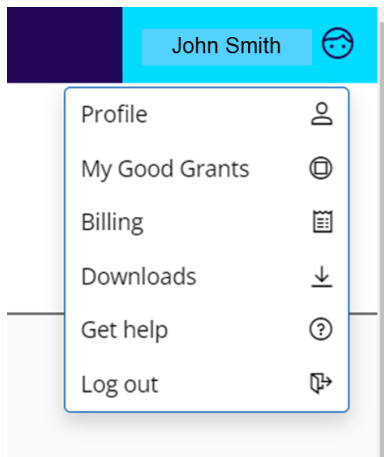
Before the completed online application form can be submitted to the system, applicants will be asked to confirm on the form that they have:

- obtained permission to submit the proposal on behalf of the UK institution(s) **and** of the Japanese institution(s). This must be confirmed by attaching Letters of Support or formal emails from the respective institutions signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority.
- confirmed the Project Leaders' Institutions, (i.e., the Lead Institutions') willingness to receive the funds and to sign a grant agreement with the British Council or the national partner, also confirmed in the Letters of Support.
- complied with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process. See: <https://www.britishcouncil.org/organisation/transparency/policies/anti-fraud-and-corruption>

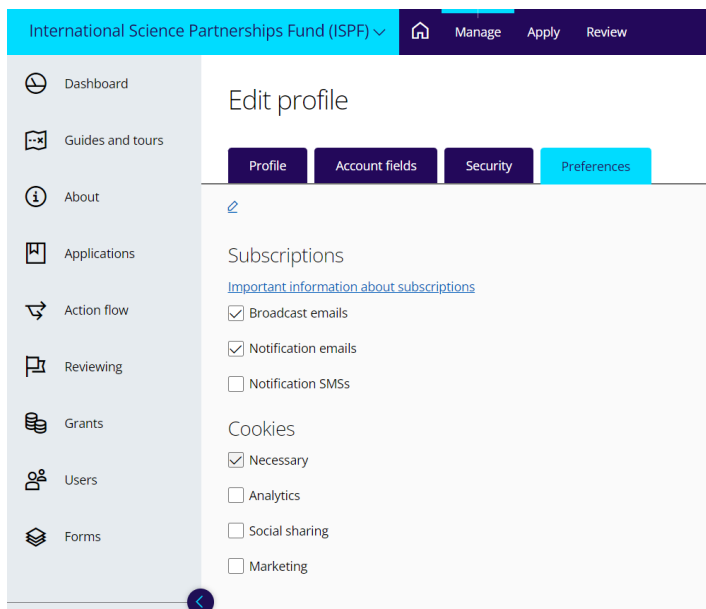
Receiving updates on your application

In order to receive updates on the status of your application, please ensure that you have set your preferences in the grant application website to allow Broadcast and Notification emails.

To do this, click on your name in the upper right-hand corner of the application and select 'Profile'



Then in Edit Profile go to Preferences and tick the boxes marked 'Broadcast emails' and 'Notification Emails'. You can change your preferences at any point.



Applicant screening

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 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 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.

Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Appendix 1 (Country/Territory specific guidance), Appendix 2 (Eligibility Checklist) and Appendix 4 (Gender Equality Statement)

The British Council may ask lead institutions to prioritise their applications, and potentially limit the number of submissions from each university or research institution, if there is high demand for the call.

Eligible proposals then undergo independent external quality review based on quality, fit to development needs and country priorities, capacity building potential and sustainability of the collaboration, as follows:

- Assessment and scoring in the UK by independent experts (see Appendix 3 for assessment form). In country assessment by project partners may happen in parallel, see Appendix 1 for details.
- Review by a UK Review Panel of experts, which determines a UK panel score, ranks applications, and makes recommendations for funding. The Review Panel considers whether proposals are of high quality (being intellectually innovative, well focused, and methodologically sound), and whether the activity has the potential to have a real impact on economic development and social welfare in the partner country.
- Final decision making in collaboration with UK ISPF Fund partners, international stakeholders, and national co-funding organisations.

In the UK, eligible proposals are reviewed by one of five Review Panels:

- **Arts and Humanities**
- **Biological and Medical Sciences**
- **Engineering and Physical Sciences**
- **Natural Environment**
- **Social Sciences**

Please indicate in the application which Review Panel should assess the proposal and select up to three subject areas in priority order. We reserve the right to allocate your proposal to a different Review Panel.

Proposals are quality assessed against the criteria at Appendix 3, resulting in a total score between 0 and 60. Those receiving a final score from the Panel meeting of less than 30 will not be considered fundable. However, achieving a score equal to or above the threshold does not guarantee that the proposal will be selected for funding.

Country/territory specific priorities and challenge areas will be considered in the final decision, in addition to the general assessment criteria, see Appendix 1 for priorities by country/territory.

Successful applicants are currently expected to be notified in December 2024. Any proposed changes to the British Council's standard grant agreement terms and conditions must be notified in advance. By submitting an application, you are agreeing to these terms.

You can find our grant agreement template here:

[ISPF Grant Base Template](#)

Data protection

How we use your information

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.

We will need to share necessary data with application reviewers and panel members contracted by the British Council, the funder UK Department of Science, Innovation & Technology (DSIT), international funding partners (where named in Appendix 1) and contracted external evaluators (as required).

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 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 see our website: <http://www.britishcouncil.org/privacy-cookies/data-protection>.

Contractual Requirements

- The contracting authority for UK Institutions 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).
- The successful applicants will be expected to undertake activities in the UK and in the ISPF Fund countries listed in section 3 of these guidelines (Scope of the Programme).
- 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 is set out at:

[ISPF Grant Base Template](#)

(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.

- If you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to Japan-ISPF@britishcouncil.org 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.

Contact details

All queries or comments about this call should be addressed to the ISPF email address:
Japan-ISPF@britishcouncil.org

Appendix 1: Country/Territory Specific Guidance

To ensure optimal fit to the local context and development needs, priority areas, specific innovation challenges and additional application requirements – such as maximum grant sizes and durations – have been set at a country/territory level through discussion with /national stakeholders.

This appendix provides the specific guidance which applicants should consider in conjunction with the main body text of this document **before** preparing their proposals. Proposals which do not take into account the country specific guidance **cannot be considered for funding**.

1. Japan	
Partner:	N/A
Duration of grants:	1 January 2025 – 31 December 2026
Size of grant:	£80,000 (£100,000 FEC) Funding to UK Institution
Thematic priority areas:	<ul style="list-style-type: none"> • Transformative Technologies: Artificial Intelligence and Information, Quantum, Semi-conductors, Telecommunications, Energy, Materials, Biotechnology • Tomorrow's Talent: Research Capacity, Research Systems, Research Pipeline
Contractual arrangements:	
Grant Agreements will be signed with the Lead Institution in the UK	
Additional eligibility criteria:	
Not applicable	
Other considerations:	
Successful projects start dates will be 1 January 2025	
Submission process:	
One application via UK system	

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
The application	
The application has been submitted by the published deadline with all supporting documents	
The application has been submitted by a Project Leader in the UK and a Project Leader based in Japan listed in Appendix 1.	
<p>Project Leaders are based at:</p> <ul style="list-style-type: none"> • a not-for-profit higher education institution with the capacity to undertake high-quality research • a research institution with the capacity to undertake high-quality research • a Catapult Centre (in the case of the UK Project Leader) • an alternative institution as detailed at Eligible Research Organisations <p>For the UK, if the lead institution is not an HEI (Higher Education Institution), the list of eligible UK research organisations is available as a pdf with the call documents on our funding call page. If unsure, please contact (Japan-ISPF@britishcouncil.org)</p>	
The application includes two (2) supporting letters, one from each of the two Lead Institutions, on headed paper, signed by the Head of the Institution, Head of Department, or other person with appropriate delegated authority, giving specific commitment to the project as described in the supporting documents section of these Guidelines. Supporting letters are not signed by the Project Leaders. Letters must be dated within 3 months of the application deadline.	
<ul style="list-style-type: none"> • UK Project Leader Narrative CV in the Resume for Research and Innovation format no longer than 2-sides of A4 has been submitted. • Japan Project Leader's CV (up to two sides of A4) has been submitted. 	
If there are associated partners, a letter from each partner has been unloaded as required within a single pdf. Letters must be dated within 3 months of the application deadline.	
A Gantt chart of no more than 1 page long has been submitted.	
A draft completed risk assessment for travel has been submitted with the application if funding for travel is requested.	
Each section of the application form has been completed in full and complies with instructions given.	
The application form and supporting documents have been completed in English.	
The Project Leaders have submitted only one (1) application under this Research Collaboration call.	
Additional criteria required by Japan has been reviewed and adhered to.	

Appendix 3: Assessment criteria and scoring system

Assessment of the quality and development relevance of the proposals will be performed by expert reviewers, and the final funding decisions will be made in discussion with British Council country office and in country partners. Only proposals with an average score of 30 points or more for Sections 3 to 5 and have taken gender inclusion into consideration will be eligible for funding.

Section 1: Relevance to gender equality	Score	Range
		Sufficient /Insufficient
<ul style="list-style-type: none"> Measures are 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. The project will have a positive impact on people of different genders, both throughout the project and beyond. The potential impact on the relations between people of different genders and people of the same gender is clearly described. For example, changing roles and responsibilities in households, society, economy, politics, power, etc. Risks and unintended negative consequences on gender equality will be monitored, avoided, or mitigated against. Relevant outcomes and outputs will be measured with disaggregated data by age and gender (where disclosed). Applicants have set the context for the potential outputs of the project as it relates to gender equality and social inclusion, considering the demographics (gender, age, disability, social/economic status...) of stakeholders, researchers, participants and beneficiaries. 		<p>Not addressed: The proposal does not include any specific measure to reduce gender inequality or for people of different genders to be involved in the project. (Insufficient)</p> <p>Reservations There is some evidence that the research might contribute to a local priority, a key development policy or an emerging area that might demand solutions in the foreseeable future. A focus on this area of work at this time appears sufficiently justified. Gender is considered in the research project's rationale, but is not an operative concept in the design and methodology. (Insufficient)</p> <p>Good Proposals show understanding of the local context, risks, basic needs, and vulnerabilities of persons of different genders, and exercise due diligence to address these needs in the relation to the proposal. (Sufficient)</p> <p>Excellent:</p>

	<p>Programmes/projects build assets, capabilities, and opportunities for persons of different genders.</p> <p>(Sufficient)</p> <p>Transformative:</p> <p>Programmes/projects address unequal power relations and seek systemic institutional, legal, and societal changes.</p> <p>(Sufficient)</p>
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Section 2: Research/innovation quality and background	Score	Range
		0–20
<ul style="list-style-type: none"> The academic importance and timeliness of the research/innovation topic is clearly demonstrated. The Project Leaders have sufficient relevant experience to undertake the proposed research collaboration and achieve the stated objectives. The value added – to institutions and/or the wider research and innovation community – by the collaboration between the partnering institutions is clearly described. The collaborating institutions are of appropriate academic standing. The benefits and relevance of the research to the UK and partner country institution is clearly described. 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets most of the criteria to a very high level</p> <p>11 to 15 points: Meets most of the criteria to a high level</p> <p>6 to 10 points: Meets most of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>

Section 3: Proposal	Score	Range
		0–20
<ul style="list-style-type: none"> The description of the proposed collaboration includes clear, feasible and realistic objectives as well as potential for long term impact. Applicants clearly articulate specific outputs anticipated from the collaboration and objectives likely to be achieved. The proposal explains the benefits to both the UK and partner country researchers/innovation 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets most of the criteria to a very high level</p> <p>11 to 15 points: Meets most of the criteria to a high level</p> <p>6 to 10 points: Meets most of the criteria to an adequate level</p>

<p>practitioners, institutions, and end -users of the research or the products and services that will result from the project activity, considering who might benefit and how they might benefit.</p> <ul style="list-style-type: none"> • There is strong evidence of support from the applicants' institutions and Associated Partners (where applicable). • The proposed collaboration supports new links or significantly extends and develops existing links. • If the applicants' institutions are collaborating already, there is clear evidence that the grant would add significant value to the collaboration. • The proposal includes a clear and feasible description of the arrangements for project managing the collaboration and communication between partners. • The proposal represents value for money; all costs are fully justified. 	<p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>
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Section 4: Sustainability and capacity strengthening	Score	Range
	<ul style="list-style-type: none"> • The potential in terms of professional development and capacity building for researchers, innovation practitioners and other individuals participating in the collaboration is clearly described. • The collaboration supports the institutional capacity to translate research into economic or societal benefit, for example through establishing new relationships with non-academic partners, or setting up new processes for technology transfer. • The proposal includes a clear and feasible description of how the participating institutions/organisations intend to sustain their collaboration over the longer-term. • The participating institutions demonstrate a commitment to the collaboration through provision of in-kind funding (note that matched funding is an essential requirement for proposals from a subset of countries). 	
Total score for quality assessment (Section 3 + Section 4 + Section 5)	Score	Range
		<p>0–60</p>

Appendix 4. Gender Equality Statements

This annex provides additional guidance for applicants on what to include in a Gender Equality Statement.

Guidance for applicants

All applicants to DSIT R&I (Research & Innovation) funds are asked to submit a Gender Equality Statement with their application. It is expected that some projects will have less impact on gender and gender relations and professional judgement of the applicants should be exercised to ensure appropriate consideration of the context and intended aims of the project. Applicants can reference other parts of their application within this statement, if relevant.

Applicants are required to address the below criteria, with an understanding that, depending on the nature of their research and innovation, not all questions will be applicable.

Criteria to address while considering gender impact:

- 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.
- 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)?

In addition, applicants must provide, **or** provide evidence that they have considered the following key inception actions:

- Gender Analysis – to understand gender equality issues in relation to the sector/context/country.
- Gender Impact Assessment – to understand impact of interventions (benefits & losses) on persons of different gender
- Consideration of Risk
- Risk Matrix: to identify Gender risks & unintended negative consequences to avoid, mitigate & monitor.
- Risk mitigation: including implementation of social & environmental sustainability performance standards; social safeguards.
- Implementing partners are confident interventions will do no harm and not worsen discrimination/gender inequality.
- Addresses basic needs of persons of different gender.
- Minimal institutional change to support sustained gender equality, empowerment of persons of different gender, and wider social inclusion.
- Gender disaggregated data & KPI (Key Performance Indicator) indicators where possible for programme/projects/projects & logframes.

- Information Sharing: Accurate, timely information shared with stakeholders through range of communication methods appropriate for context and target audience.
- Codes of Conduct: Staff and partners have signed and been trained on the organisation's code of conduct with respect to gender discrimination and have general safeguarding policies in place.
- Stakeholder and Community engagement Plan: Consultation with persons of different gender, poor and gender-discriminated groups, Civil Society Organisations (including Disabled People's Organisations and Persons of different gender's Rights organisations), SMEs.

Things to consider: Incorporating gender equality into Research and Innovation activities

Understanding gender and gender equality

- Have you understood that your concepts of gender norms, roles and values may vary across members of your project team, research and innovation participants and beneficiaries?
- Have you understood the different norms and values of gender depending on the context of your research and/or innovation?
- Equal opportunities and meaningful contributions
- Is there (or is there a plan to work towards) a gender balance in the project team at all levels? If not, why?
- Are there equal opportunities for persons of different gender in the recruitment of the project team?
- Are all members of the project team involved in the design and delivery of the research and/or innovation in a way that is providing equality of opportunity for people of different genders and across intersecting axes of difference?

Research and innovation content

- If the research and/or innovation involves humans or human physiology, has the relevance of gender to the research question and/or innovation topic been analysed?
- Have you considered the impact on the relations between people of different genders, and of the same gender? For example, changing roles and responsibilities in households, society, economy, politics, etc.?
- If the research and/or innovation involves human participants or human physiology, is there a gender balance? If not, why?
- Have you reviewed literature and other sources (such as expertise/networks within the local context) relating to gender differences in the research and/or innovation field?
- Have you considered how to disaggregate any data you collect by gender?

Dissemination and impact of your research

- Have different outcomes, outputs and impacts of the research and/or innovation been identified based on gender and gender differences?
- Have you considered how you will disseminate your research and/or innovation in a way that is gender responsive? For example, the use of gender-impartial language.

“Mainstreaming” gender considerations: Including Gender in your Project Proposal

Consider discussing gender throughout your proposal, rather than just in the Gender Equality Statement.

- Gender sensitive language is an easy way to show you have thought about gender throughout your application. If you are using general, inclusive phrases such as ‘local communities,’ ‘beneficiaries’ ‘research participants,’ make it clear what the composition of these groups are. For example, ‘the men, women and children in the local community will benefit from the outputs of the project.’
- Showcasing equality of opportunities for all members of the project team is also an effective way to illustrate how you have considered gender equality in your proposal.
- Explaining why, for example, you have chosen to use female organs or tissue in your research and innovation, is a good way to illustrate how you have considered gender and differences between genders whilst developing your research and innovation questions and activities.
- Consider the possible gendered outcomes: where and to whom the benefits will be experienced.

Including gender in your project is a great way to illustrate Interdisciplinarity

- By reflecting on gender issues within the content and context of your research, there is a great opportunity to foster collaboration between scientists and gender experts. For some research and innovation projects, it can also be beneficial to illustrate how you are incorporating elements of social science in your project.
- Consider whether the effectiveness and the successful implementation of your research and innovation may benefit from including gender expertise throughout the duration of the project.

Some research and innovation will be more gender-impartial

- Not all research and innovation will have equal impact on people of different genders. Some research and innovation are specifically targeted at people of a specific gender or includes studies on physiology of a certain gender –and that is ok! Considering gender does not mean you cannot do gender specific studies!
- Being gender sensitive in your research and innovation is intended to minimise potential barriers throughout the project cycle and to prevent any unforeseen negative consequences for people of different genders. It will allow you to examine how you can be more inclusive and maximise the impacts of your research and innovation.

The University of Edinburgh has also produced some guidance on gender relevant research:

<https://www.gender.ed.ac.uk/gender-sensitive-research/improving-research/>

Appendix 5 – Resume for Research and Innovation

Résumé for Research and Innovation

The Résumé for Research and Innovation (R4RI) template is designed to allow you to showcase relevant skills and experience. The 4 modules provide a framework for inputting these.

For Research Collaborations grants, this document should be no more than 2 pages long or the application may be marked as ineligible for funding.

UK Project Leader Name:

Title of Project:

Module 1 – Contributions to the generation of new ideas, tools, methodologies or knowledge

Module 2 – The development of others and maintenance of effective working relationships

Module 3 – Contributions to the wider research and innovation community

Module 4 – Contributions to broader research/innovation-users and audiences and towards wider societal benefit