Sample form, not for offline completion.

Visit https://grants.britishcouncil.org to apply.

International Research Empowerment Programme

Start here

Working Title

[   ]

Please note: This application form must be submitted by the UK Project Leader. Please submit only 1 application per project.

Partner Country/Territory

[▾]

Turkey - In Partnership with TUBITAK

Thailand - In Partnership with NRCT

Thailand - In Partnership with PMU-B

Thailand - British Council

Malaysia - In Partnership with ASM

Vietnam - British Council

Please read country specific guidance in Appendix 1 carefully.

Please select the correct country **and** partner.

Target Priority

▼
Priority 1: Forster Better Engagement and Management Practices in International Research Collaboration
Priority 2: Support Equality, Diversity, and Inclusion in International Research Endeavours
Priority 3: Promote Capacity Building and Knowledge Exchange in Interdisciplinary Research
Priority 4: Create Opportunities for Researchers and Institutions to Engage with Communities, Policymakers, and Translate Research into Societal Benefits

The priority should directly align with priority areas indicated in country specific guidance in Appendix 1.

Your proposed activity may be able to address multiple priorities. However, please select the most relevant one here.

Proposal Summary

Duration of project (in month)

Total duration of the grant must not exceed 18 months and is expected to be 12-18 months in duration, unless specified in country/territory guidance at Appendix 1.

Proposed project start date

It is expected that all funded project activity will begin on or after 1 March 2025 and be completed according to the deadlines specified in individual country/territory guidance at Appendix 1, if any.

Your proposal will be assessed by external experts. Please indicate the most relevant academic panel(s) 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

For some priorities, your proposal may address the challenge in multiple or interdisciplinary research areas. In that case, please select up to 3 relevant panels.

Proposal summary   300 words

Please give a short summary in plain English of the capacity strengthening activities you plan to undertake; how this addresses needs and priorities in the partner country/territory; and how it will develop sustainable impact.

This should be a statement for a non-specialist audience, giving the rationale of the collaboration and briefly summarising its potential impact on economic development and social welfare in the partner country/territory.

Please list a maximum of 5 objectives in bullet points, which should be both specific and achievable and directly align with the selected priority

Objective #1

Objective #2 (optional)

Objective #3 (optional)

Objective #4 (optional)

Objective #5 (optional)

UK Project Leader and Instituion

UK Project Leader

UK Project Leader: Title

Dr
Miss
Mrs
Mr
Professor
Other

UK Project Leader: Full name

UK Project Leader: Surname

UK Project Leader: Position

[   ]

UK Project Leader: Department

[   ]

UK Project Leader: Gender

[▾]

Female

Male

Another gender

Prefer not to say

UK Project Leader: Phone number

[   ]

UK Project Leader: Work email address

[   ]

UK Institution

UK Institution: Full name

[▾]

Abertay University

Aberystwyth University

AECC University College

Anglia Ruskin University

Architectural Association School of Architecture

Arden University

Arts University Bournemouth

Aston University

Bangor University

Bath Spa University

...

UK Institution: Type

▼
Not-for-profit higher education institution/university
Not-for-profit research organisation
Others

UK Institution: Full address

Formal legal name and description of UK contracting entity

Please state the formal legal institution name and description for contracting purposes.

Formal legal address of UK contracting entity

Please state the formal legal address for contracting purposes.

UK Institution: Nation

▼
England
Northern Ireland
Scotland
Wales

UK Head of Department (or equivalent): Full name

The named person will sign the Institution Letter of Support.

UK Head of Department (or equivalent): Work email address

UK Institution Legal Representative: Full name

The named person will sign the grant agreement with the British Council.

UK Institution Legal Representative: Work email address

Partner Project Leader and Institution

Partner Project Leader

International Project Leader: Title

	▾
Dr	
Miss	
Mrs	
Mr	
Professor	
Other	

Partner Project Leader: Full name

Partner Project Leader: Surname

Partner Project Leader: Position

Partner Project Leader: Department

Partner Project Leader: Gender

	▾
Female	
Male	
Another gender	
Prefer not to say	

Partner Project Leader: Phone number

Partner Project Leader: Email address

Partner Institution

Partner Institution: Full legal name

[   ]

International Institution: Full legal address

[   ]

Partner Institution: Type

[▾]

Public university/Not-for-profit higher education institution

Publicly funded research organisation

Others

Partner Institution Head of Department (or equivalent): Full name

[   ]

The named person will sign the Institution Statement of Support.

Partner Institution Head of Department (or equivalent): Email address

[   ]

Associated Partners

Please list any associated partners.

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)

Letters of support are required to be submitted for all organisations listed here via 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.

Associated Partner: Organisation name

[   ]

Associated Partner: Organisation type

▼
Research/Higher Education Institution
Not for profit organisations (including non-government organisations)
Technology Transfer Office
For profit commercial organisations (including SMEs)

Associated Partner: Name of Representative

The named person will sign the Associated Partner Letter of Support.

Associated Partner: Representative's Position

How will they add value?   150 words

The Collaboration

Is this activity part of an existing collaboration between the UK and the International Partner institution?

▼
Yes
No

What roles will the different individuals/institutions have in the proposed collaboration?   250 words

How will the proposed collaboration be managed (including with regard to communications)?   250 words

What value will the different individuals/institutions/organisations add to the collaboration (with specific reference to their complementary expertise and technical resources)?   500 words

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 country?

Context, Objectives, and MEL

Context 500

Please describe the skill and/or knowledge deficit the collaboration is addressing, within an institutional context as well words as national/regional context by setting out which new skills and knowledge the groups involved will gain and how these will contribute to achieving/enhancing the overall goals of the institutions involved.

> [ ]

Objectives and Monitoring, Evaluation and Learning 800

Please list the key objectives proposed for the work to be implemented. For each objective, identify the key indicators words that will be used to track progress during project implementation.

> [ ]

This should relate to, but not repeat, the information given in the Proposal Summary and Activity Plan.

The selected indicators should be specific, measurable, achievable, relevant and time bound (SMART) and should cover the range of input, output, outcome and impact indicators.

Include
• how the data will be collected e.g., through surveys, questionnaires etc
• when the data will be collected i.e., timeframe
• and who will be responsible for collecting and reporting

Activity Plan

Activity Plan 1500 words

Please detail the principal activities to be undertaken. For each activity please include:

- Title of the activity
- Indicative timeline
- Activity descriptions
- Anticipated impact (specific milestones, deliverables, output and outcome of the activity)
- Impact indicators that you aim to monitor the output, outcome and impact

> [ ]

Please follow the format below:

Activity 1: Title

- Timeline:
- Description:
- Key deliverables and anticipated outputs:
- Impact indicators:

Activity 2: Title

- Timeline:
- Description:
- Key deliverables and anticipated outputs:
- Impact indicators:

Activity 3: Title

- Timeline:
- Description:
- Key deliverables and anticipated outputs:
- Impact indicators:

Budget Summary

Direct Staffing Costs

(limited to 30% of overall budget)

UK Direct Staff Costs

Justification for UK Direct Staff Costs   200 words

Partner Direct Staff Costs

Justification for Partner Direct Staff Costs   200 words

Expertise Costs

(limited to 20% of overall budget)

UK Expertise Costs

Justification for UK Expertise Costs   200 words

Partner Expertise Costs

Justification for Partner Expertise Costs   200 words

Event and Related Costs

UK Event Costs

[ ]

Justification for UK Event Costs   200 words

[ ]

Partner Event Costs

[ ]

Justification for Partner Event Costs   200 words

[ ]

Travel and Related Costs

UK Travel Costs

[ ]

Justification for UK Travel Costs   200 words

[ ]

Partner Travel Costs

[ ]

Justification for Partner Travel Costs   200 words

[ ]

Other Costs

UK Other Costs

[ ]

Justification for UK Other Costs   200 words

[ ]

Partner Other Costs

[ ]

Justification for Partner Other Costs   200 words

[ ]

Total Grant Requested

Sustainability

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. 400 words

[ ]

Official Development Assistance

Please outline a plausible route between the outcomes of the proposed project to a positive tangible impact on the economic development and social welfare of the partner country/territory. Consider the benefits to low-income and/or vulnerable populations within a short-to medium time frame (10 years).

Your application will be rejected at screening stage if it isn't eligible for Official Development Assistance.

How is your proposal directly and primarily relevant to the development challenges of the partner country/territory? 300 words
Please provide evidence of the development need and articulate how the proposed activity is appropriate to address this need.

[ ]

Please identify the relevant stakeholders and target audience (both within your institution and externally) of the capacity strengthening activities and describe any existing engagement with them. 300 words

[ ]

Please outline how you intend to engage with the groups described above in order to maximise the potential of this collaboration to have a positive impact, during the lifetime of the grant and thereafter and indicate how you will measure impact on those groups. 300 words

[ ]

Please consider the potential outcomes in the partner country/territory.
How will the key beneficiary and stakeholder groups be engaged to ensure opportunities for them to benefit and to enable development impact to be achieved.

Which of the United Nations Sustainable Development Goals are applicable to this project? Choose up to three.

☐ No poverty

☐ Zero hunger

☐ Good health and well-being

☐ Quality Education

☐ Gender equality

☐ Clean water and sanitation

☐ Affordable and clean energy

☐ Decent work and economic growth

☐ Industry, innovation and infrastructure

☐ Reduced inequalities

☐ …

Please read United Nations Sustainable Development Goals (SDGs).

Gender Equality Statement

All applicants are expected to submit a Gender Equality Statement (GES) as part of their grant application.

- Applicants must outline how they have taken meaningful yet proportionate consideration as to how their proposed project will contribute to reducing gender inequalities, as required under the International Development (Gender Equality) Act 2014.
- Proportionate and meaningful means that applicants should think of gender and potential gender issues in a way which corresponds in size, scale and impact of their project. Their answers should have meaning and be serious, important and/or worthwhile.
- The GES 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.
- The British Council reserves the right to reject a proposal where the GES has not been sufficiently considered.

Applicants are required to address the following five criteria:

Have measures been put in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project? 250 words

What is the expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond? 250 words

Will there be an impact on the relations between people of different genders and people of the same gender? 250 words

How will any risks and unintended negative consequences on gender equality be avoided or mitigated against and monitored?   250 words

Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)?   250 words

Research Governance and Ethics

Research Ethics

Will the collaboration covered by the grant involve any of the following:

- Human participation
- Human tissue
- Patient/Participant data
- Animal research
- Genetic/Biological risk

○ 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.

○ No

Will this project be using and/or developing Artificial Intelligence technology?

	▼

Yes

No

Please describe how potential ethical and health and safety issues arising as part of this collaboration have been considered and how they will be mitigated.   500 words

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 online segregation of data and outcomes from this project and other research project leaders are undertaking.

250 words

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?

250 words

Intellectual Property Rights

Please indicate how IP generated through the project will be managed.

250 words

Safeguarding

The 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.

You will be required to provide Institution weblinks to 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 completed draft risk assessment for any travel to or from the partner country/territory and/or field work must be provided with the application.

Safeguarding

Please outline the incident reporting procedure for this project.

250 words

Safeguarding Focal Point: Full name

Safeguarding Focal Point: Institution

Safeguarding Focal Point: Position

Safeguarding Focal Point: Email address

Weblink to the published Institutional Safeguarding & Whistleblowing Policies

Weblink to the published Institutional Code of Conduct on acceptable and unacceptable behaviours for staff and project participants.

Supporting Documents

The supporting documents are required as part of the application process. Please note the specific requirements for each document and ensure the file uploaded complies.

UK Project Leader CV

[⤓]

No more than two pages long and in PDF format.

Document file name format:

UK Project Leader CV_UK Project Leader Surname_Partner Country

Important: The document file name must follow this format or the project may be deemed ineligible.

Partner Project Leader CV

[⤓]

No more than two pages long and in PDF format.

Document file name format:

Partner Project Leader CV_UK Project Leader Surname_Partner Country

Important: The document file name must follow this format or the project may be deemed ineligible.

UK Institution Letter of Support

[↥]

Letter on headed paper and dated after the call launch date, signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority. Scanned or saved in PDF format.

Must **not** be signed by the Project Leaders.

Document file name format:

UK Letter of Support_UK Project Leader Surname_Partner Country

Important: The document file name must follow this format or the project may be deemed ineligible.

Partner Institution Letter of Support

[↥]

Letter on headed paper and dated after the call launch date, signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority. Scanned or saved in PDF format.

Must **not** be signed by the Project Leaders.

Document file name format:

Partner Letter of Support_UK Project Leader Surname_Partner Country

Important: The document file name must follow this format or the project may be deemed ineligible.

Gantt Chart

[↥]

A one-page Gantt Chart saved in PDF format for the project activities.

Document file name format:

Gantt Chart_UK Project Leader Surname_Partner Country

Important: The document file name must follow this format or the project may be deemed ineligible.

Does your activity plan include any travel/field work or have you requested any funding for travel?

▾
Yes
No

A risk assessment for travel must be submitted if any travel is included in the proposal.

Have you listed any Associated Partner?

▾
Yes
No

A letter of support from the associated partner must be submitted If the proposal includes associated partners.

Pre-submission checks

IMPORTANT: Receive Auto-Notifications on Your Application Status

If you would like to receive auto-notification emails from us regarding your application status, you must have given your consent when registering the account or change to enable these settings by clicking the top right corner of this webpage Profile - Preferences - Subscriptions. You may withdraw your consent at any time.

Before submitting your application, please do check your settings.

Pre-Submission Checks

Have you obtained permission to submit this application on behalf of the UK and Partner institutions?

◯ Yes

◯ No

The UK institution is willing to receive the funds and sign the grant agreement.

◯ Yes

◯ No

Both the UK and Partner Project Leaders applicants' home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.

◯ Yes

◯ No

Does the UK Freedom of Information Act apply to your organisation?

◯ Yes

◯ No

Have Artificial Intelligence tools been used in any way in writing this application?

◯ Yes

◯ No

☐ I confirm neither the UK nor the International Partner's home institution are bankrupt, being wound up, or having their affairs administered by the courts.

☐ I confirm 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.

☐ I confirm 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.

☐ I confirm 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.

☐ I confirm 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 statement.

☐ I understand the British Council wishes to publish information on successful applications (including the summary provided in 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.

Data Protection

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.

☐ 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, we may not be able to consider your application for funding).