Annex 2

Women in Science: UK-Brazil Gender Equality Partnerships Call 2022

Annex 2 – Application Response Sheet

Instructions

Please complete this Form and upload all necessary documentation to the online form by **20 November 2022** **23:59 (GMT-3)**

Fail to upload any required documentation will result in ineligibility.

Only UK institutions awarded with Athena Swan certification (gold, silver, or bronze) are eligible for this call.

Privacy consent

The British Council complies with data protection law in the UK (Data Protection Act 2018 / GDPR) and laws in project countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, [www.britishcouncil.org/privacy](http://www.britishcouncil.org/privacy) or contact your local British Council office.

We will keep your information for a period of seven years from the time of collection.

☐Yes

☐No

Important notice

Please see the call website for a Word version of the Application Form to be filled out and attached to this form, and which should be used to develop your application together with your partners. Please note, however, that the final version of your application MUST be submitted using this online form. The answers will NOT be automatically saved until you reach the last form page and click ‘send’.

If you are experiencing technical issues with the online form, please contact us BEFORE the submission deadline via [contato@britishcouncil.org.br](mailto:contato@britishcouncil.org.br). If you alert us to technical issues only after the deadline, we may not be able to consider them when accessing eligibility of your application.

☐ I confirm that I have read and understood the above notice.

Mandatory documents to be uploaded to online form

Please note that all documents must be in .pdf format.

CVs of the UK and the Brazil Lead Applicants

1. CVs of the UK Lead applicants and Brazil partner institutions
2. Institutional Letters of Support from each UK and Brazilian institutions partaking in the present call. Each letter should be signed by a senior representative of the respective institution, such as vice-chancellors and pro vice-chancellors.
3. Annex 2 – Application Response Sheet thoroughly completed. The document must include a detailed table showcasing the project timeline and which activities will be developed/delivered in each of the 12 months of implementation
4. Annex 3 – Budget Summary Template.

Naming convention:

CV\_First Name Family Name

Support Letter\_Lead Institution Name

Support Letter\_Partner Institution Name

Application Response Sheet\_Lead Institution Name

Activities and Budget Plan\_Lead Institution Name

Partnership scheme

Please select the proper category of the present proposal as per the description of the **Funding opportunity** in the **Call Terms of Reference**:

* Existing partnership: a partnership between a UK HEI and its Brazilian partners whose proposal was selected under the 2021 edition of the call
* New partnership: a partnership between a UK HEI and at least two Brazilian ones which did not work together during the 2021 edition of the call.

☐ Existing partnership

☐ New partnership

Lead Applicant (UK) Information

|  |  |
| --- | --- |
| Name and address of UK institution | Click here to enter text. |
| UK Lead Applicant Name | **Please upload CV of the lead applicant to the online form (.pdf format)** |
| UK Lead Applicant Job Title |  |
| UK Email Address |  |
| UK Phone Contact |  |
| Gender |  |
| I have the approval to submit this application on behalf of my institution | Yes  No  **Please upload the duly signed Letter of Institutional Support to the online form**  **(.pdf format)**  *Letters should be signed by senior institution representatives, such as: Head of International Office, Chancellor, Pro-Vice Chancellors etc.* |
| Athena Swan membership and award status | Award member:  Yes  No  Award level:  Gold  Silver  Bronze |
| EDI Lead Name | **Please upload CV of the EDI lead to the online form (.pdf format)** |
| EDI Lead Job Title |  |
| Email Address |  |
| Phone Contact |  |
| Gender |  |

**Note:** for partnership projects including more than one UK institution, please replicate the table template above and fill it in for each institution.

Partner Applicants (Brazil) Information

Brazilian Institution (1)

|  |  |
| --- | --- |
| Name and address of Brazilian institution | Click here to enter text. |
| BRA Lead Applicant Name | **Please upload CV of the partner applicant to the online form (.pdf format)** |
| BRA Lead Applicant Job Title |  |
| BRA Email Address | Click here to enter text. |
| BRA Phone Contact |  |
| Gender |  |
| I have the approval to submit this application on behalf of my institution | Yes  No  **Please upload the duly signed Letter of Institutional Support to the online form**  **(.pdf format)**  *Letters should be signed by senior institution representatives, such as: Head of International Office, Chancellor, Pro-Vice Chancellors etc.* |

Brazilian Institution (2)

|  |  |
| --- | --- |
| Name and address of Brazilian institution |  |
| BRA Lead Applicant Name | **Please upload CV of the partner applicant to the online form**  **(.pdf format)** |
| BRA Lead Applicant Job Title |  |
| BRA Email Address |  |
| BRA Phone Contact |  |
| Gender |  |
| I have the approval to submit this application on behalf of my institution | Yes  No  **Please upload the duly signed Letter of Institutional Support to the online form**  **(.pdf format)**  *Letters should be signed by senior institution representatives, such as: Head of international Office, Chancellor, Pro-Vice Chancellors etc.* |

**Note:** for partnership projects including more than two Brazilian institutions, please replicate the table templates above and fill it in for each additional institution.

Detailed proposal

1. Brief summary of UK lead organisation; including a description of the institution (e.g. size, location, number of students, teaching/research focus) and your track in gender equality work, (max 300 words)

2. Your experience of engaging with the Athena Swan Charter (max 250 words).

Include details of awards received with timelines including any unsuccessful applications and lessons learned, experience of panel participation e.g., panel chair, panellist, observer).

3. Suitability Statement (max 500 words)

Please explain why you are suitable to be considered for this grant award, and refer, whenever possible, to the selection criteria. Include any similar experiences that you might have had previously.

4. Project summary (max 2000 words)

Please provide a summary of the project and a detailed activity plan to be implemented throughout the duration of the project. Please provide a general introductory summary of the training/capacity building programme, as context for the activity plan. Please also explain how the proposed methodology engages multiple strands of activity to deliver on the expected outcomes of the project, while ensuring the scalability and continuity of the project beyond the partnership period. (2000 words).

4.1 For applicants who participated in the 2021 Partnerships Call:

Please additionally outline how you will embed learning from this phase into the project and how you will sustain existing knowledge exchange and support for partners from the 2021 call.

5. Detailed activity plan

Please fill in the able below with details of the activities planned under the partnership proposal, and mark the moth(s) they are expected to take place with an X.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity outline | Jan 23 | Feb 23 | Mar 23 | Abr 23 | May 23 | Jun 23 | Jul 23 | Aug 23 | Sep 23 | Oct 23 | Nov 23 | Dec 23 | Jan 24 |
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6. Intellectual Property Rights

Recipient will grant to the British Council an irrevocable, royalty-free, non-exclusive, worldwide right and licence to use any information, data, reports, documents, or other materials obtained, created or developed in the course of the Project, including the Final Report, for non-commercial purposes to publicise and report on the activities of the British Council in connection with the award of the Grant and the delivery of the Project.

Explanation of any IPR issues:

7. Equality Diversity and Inclusion (max 250 words)

Please describe your alignment with the British Council organisational approach to equality, diversity and inclusion when planning the development of the programme/project. Our Equality Policy[[1]](#footnote-1) and our EDI Strategy[[2]](#footnote-2) explain our approach, which is to try to make sure that EDI is central to everything we do.

1. <https://www.britishcouncil.org/sites/default/files/equality-policy-2017.pdf> [↑](#footnote-ref-1)
2. <https://www.britishcouncil.org/sites/default/files/edi-strategy-2017.pdf> [↑](#footnote-ref-2)