

Call for Application

**UK-China RIA and
EMaDA Research
and Materials
Development
Awards 2021 – Call
for Application**

Application Submission Deadline:

November 12th, 2021

Overview of the British Council

We build connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We work in two ways – directly with individuals to transform their lives, and with governments and partners to make a bigger difference for the longer term, creating benefit for millions of people all over the world.

We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications.

We are funded by a grant-in-aid from the UK government and with significant additional income from partnership agreements, contracts, teaching and exams.

Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

English in Education Systems

The British Council's work in English for Education Systems (EES) aims for transformational change in English language policy and practice. We believe that better teaching and learning of English increases academic and career opportunities and enables people to participate actively in a global society. Our research and innovation with UK and overseas partners provide evidence of 'what works' in English language teaching and learning and contribute to the development of English language teaching and learning worldwide. We support language teaching and learning in a multilingual world, helping to ensure inclusive and equitable quality language education in line with UN Sustainable Development Goal 4.

As of 2021, our EES programmatic framework is thematically organised into three key impact areas:

- ELT in Education,
- English and Empowerment
- English Connects (digital)

Underpinning these priorities is our approach harnessing UK expertise in teacher education, education technologies and inclusive pedagogies and research, insight, and innovation. We seek to document and share learning gained from practical experience. Our role in global English means that advancing thought and positioning the UK as leaders in English language education are at the heart of our mission.

Call for Application (CFA)

UK-China RIA and EMaDA Research and Materials Development Awards

1. Overview of Funding Opportunity

The British Council China is now inviting grant applications from UK organisations for targeted China-UK partnerships in 2 distinct research and materials development award areas. These award areas are intended to support English teacher Continuous Professional Development (CPD) and English language teaching in China through collaborative international partnerships with identified China partners and projects. These are:

- **RIA** - Research Innovation Award
- **EMaDA** – English Materials Development Award

UK institutions, ELT and EdTech organisations are now invited to apply to work with pre-selected China partners under each award category; to help design, develop, pilot, and evaluate required research and resources that will have relevant outputs of national significance in areas of teacher CPD and English language teaching.

Award funding is different for each award category and is outlined below.

1.1 Research awards

The 2021 awards suite is divided into the following 2 areas:

RIA

The China **Research Innovation Award (RIA)** is an annual research award that:

- promotes innovative research partnerships which can support and directly contribute to national education priorities creating impact at provincial and national level in identified areas of ELT within Chinese formal basic education through implementation of targeted, nationally relevant research.

Within the China Official Development Assistance (ODA) context the RIA award seeks to connect prominent local China partners with UK ELT and research expertise in order to facilitate, support and/or contribute to research that aligns with identified national policy and/or

current or emerging national priorities. Where possible identified research areas will have cross-cutting relevance to the East Asia region.

EMaDA

The China **English Materials Development Award (EMaDA)** is an annual award that:

- promotes UK - China collaborative technical research partnerships which can support national education priorities and create impact at a provincial or national level within identified areas of ELT in Chinese formal basic education through the implementation of targeted, nationally relevant research **and** subsequent creation of contextualised materials and/or content that supports and sustains a positive impact in English teacher CPD and the quality of English teaching, learning and assessment.

Within the China Official Development Assistance (ODA) context, the award seeks to identify prominent local partners and areas of need in alignment with China national policies and priorities, and within identified research categories, and connect these partners with UK expertise. The EMaDA award seeks to generate both insightful and nationally relevant research while also providing related context-led material and/or content creation that can promote sustained and meaningful impact.

Created materials cannot be used for any future commercial purposes.

Note: A full list of outcomes for each award can be found in Appendix 7

1.2 Research Areas

Local China partners, at national and provincial level, will first be identified by the British Council. UK organisations will not have to source partnership for project activities and, instead, will be invited to apply to collaborate with selected Chinese partners to meet their contextual needs under the relevant grant funded award.

Research programmes associated with partner needs will broadly fall under at least one of 5 key research areas. Further detail and contextual information can be found in Appendix 7.

- *Supporting English teaching in rural areas*
- *EdTech and digital solutions for English teacher CPD*
- *Assessment reform and English teacher's assessment literacy*
- *New curriculum and material development*
- *Broader English teacher CPD and policy*

Note: In line with ODA grant funding requirements all applications must explicitly include consideration of gender, inclusion and/or girls education. See *section 11* for more details.

1.3 Partner opportunities

Potential partners and opportunities under each award category under the 2021 call for application are listed below. More comprehensive details of partners' needs and suggested areas of collaboration can be found **Appendix 8**.

RIA	Project Title	Partner	Brief Description
1	GBA Building Bridges - ELT Methodology and Materials Collaborative Community (ELT - MMaCC) project	Guangdong Department of Education	The project will conduct an audit of English language teaching materials and teaching methods in the Guangdong – Hong Kong–Macau Greater Bay Area (GBA) at primary and junior middle school level, identify best practices and provide recommendations and suggestions on how to develop an English teaching community that supports improved collaborative teaching and research in the areas of teaching and materials development across the three geographies.
2	Corpus-assisted curriculum and material development	Basic Education Curriculum and Teaching Material Research Center (BECTMRC)	This project seeks to identify 1.) the most commonly used medium to high frequency, age-appropriate language chunks that are presented in the updated 2021 New National English Curriculum (NNEC) (Covering Grade 3 to 9) through comparison with commonly used, age-appropriate lexical chunks used by similarly aged native-speaking children in the UK. And 2.) identify prominent gaps in high-frequency language within the New National English Curriculum (NNEC) that can be supplemented or included in future materials revision.
EMaDA			
1	Theoretical and methodological support for the integration of International Understanding into Primary English Language Teaching	Chengdu Education Centre for International Exchanges	The project will investigate primary school English teachers' CPD needs and understanding of International Understanding (IU) and Global Competencies (GC) in the Chengdu area with insight and outputs having national relevance. Based result of the needs analysis, the project will develop a theoretical framework and related methodology-based teacher manual that

			can support teachers' integration of IU and GC into their own context.
2	Culture theme-based teaching resource pack for public school English teachers in rural and disadvantaged areas	Chongqing University	The project will conduct an analysis of rural junior high school English teachers' needs on classroom teaching resources that can improve the development of cross-cultural education through English language teaching. Based on identified local needs, with UK expertise input, the project will develop a context-appropriate, culture theme-based digital resource pack for English teachers to use in rural and disadvantaged areas. This is in line with national level priorities supporting equality and improved quality of education in rural areas through the digital medium.

2. Eligibility

- The British Council welcomes applications from UK ELT and EdTech organisations or institutions with relevant qualifications, expertise and experience required to meet identified partner requirements.
- We are inviting applications for innovative responses to this open call. Applications for partnerships are open to UK organisations only. This must include at least one partner within the UK Applicants living in the UK at the time of application and for the duration of this project.
- Applicants with in kind or matched support are welcome, although this is not essential. Match funding cannot be provided through other British Council funded programmes.
- Applications should be jointly submitted and signed by all named collaborators, with one principal applicant e.g. a lead UK partner organisation, who will be contracted and responsible for leading communications and disseminating the grant to all collaborators.
- Organisations and/or informal collectives/networks are eligible to apply but should have demonstrable experience of managing similar projects and grants.
- Applicants must be able to demonstrate how their involvement will provide clear benefit to China and the proposed project. This should be reflected through proposed project planning (including budget allocation), delivery and dissemination and includes demonstrating how the local partners or their audiences may benefit. Mutuality must be a central component to our international collaboration.
- We expect applications to embed principles of equality, diversity and inclusion through their core proposal and idea (including, potentially, costs relating to captioning videos or translating content where applicable).

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- We are interested in new, original ideas and approaches in response to this brief. Existing research, projects and programmes will be ineligible. Exceptions apply for existing ideas, where applicable, which have reached a pilot or prototyping phase but have not been realised publicly or implemented.
 - Applicants will be expected to plan, design, and realise their project between **January 2022 and March 2023** (RIA; EMaDA) Main activities can take place any time during the year, although we anticipate that you will respect the annual academic calendar (and holiday breaks) in China.
 - Successful applicants will own the copyright of any work created (unless otherwise stated¹) but must grant the British Council, the local China partner and the China Ministry of Education, free and unequivocal use of any arising outputs, which may include promotion of works through our digital channels, supporting other projects or exhibiting works in the future. For the avoidance of doubt, this license will not include use of any work for commercial purposes.
 - Successful applicants will be required to keep in regular communication with the British Council, offering project updates and share their project monitoring and evaluation progress and final reports for review and publication.
 - Depending on the nature of the project, UK partners may need to show evidence of relevant indemnity cover and related insurance provisions for research activities. The details and nature of insurance required should be confirmed at the time of application.

3. Total Funding and Project Duration

The funding for each award is divided into the following amounts:

- **RIA:** Up to 20,000GBP per award
- **EMaDA:** Up to 30,000GBP per award

The number and type of award available is dictated by the number of identified local partners and their needs within local contexts. See section 1.3 above.

RIA and EMaDA awards projects in receipt of funding will be expected to start in **January 2022 and can run for a maximum of 15 months (until March 2023)**. The funding is for the whole project duration and not per annum. Terms and Conditions of this grant is set out in Appendix 4: Grant Agreement.

4. Eligible Costs

The budget requested in your application should cover only costs that are essential, appropriate, and relevant to the collaboration ensuring value for money. The application should specify any cost share through direct and indirect institutional contributions.

¹ There may be cases where partners contribute significant amounts or matching funds, and in such cases specific agreements may have to be made. This should be dealt with on a project-by-project basis.

Please find the List of Eligible and Ineligible Costs in **Appendix 3**. Please contact the British Council if you are in doubt which costs the grants can and cannot cover.

5. How to Apply

Please complete Application Form (Appendix 1) along with all supporting documentations (Appendix 2, Appendix 5 and any letters of support) and email them to Li Rui at li.rui@britishcouncil.org.cn with CC to fraser.bewick@britishcouncil.org.cn by **November 12th 2021 at 23:59 GMT**.

Please use the subject line - **2021 UK - China RIA and EMaDA Research and Materials Development Awards Application**

Application process and selection

Upon receipt of applications, and after confirming all necessary criteria are met and necessary documents have been received, up to 3 applications² will be shortlisted and these submissions will be shared with the relevant Chinese partner for further review.

The British Council will then support a *negotiation and confirmation stage* between the Chinese partner and shortlisted UK applicants to confirm any outstanding details, before final selection.

After conclusion of discussions, a final decision will be made on successful applicants for each award primarily by the Chinese partner and based on appended scoring (See Appendix 6).

Support and clarification will be provided by the British Council during the selection process to ensure assessment and scoring criteria are adhered to.

Clarification of application procedure

Potential applicants are welcome to submit questions for clarification or further information on the application procedure at any time before November 12th 2021 to Senior Business Development Manager, Li Rui at li.rui@britishcouncil.org.cn ccing Senior Academic Manager, Fraser Bewick at fraser.bewick@britishcouncil.org.cn

6. Assessment Criteria

All application will be assessed against the following criteria:

- *Potential to deliver innovation and/or teacher CPD impacts and outcomes (40 points)*
- *Alignment with grant strategic objectives (30 points)*
- *Principal Applicant and its partner's capacity to deliver on time and within budget (30 points)*

² Dependent on number of applications received

For further context to support application content:

See Appendix 6: Scoring Form for detailed explanation on each criterion.

See Appendix 7: Award information on proposed outcomes and outputs

7. 1 Timetable (RIA and EMaDA)

ACTIVITY	DATE
Call for Application	October 25 th 2021
Application deadline (enquiries about CFA and grant agreement can be fielded before this date)	November 12 th
Application assessment and selection of top 3 applications This may include clarification questions to UK applicants (as appropriate and if necessary)	November 12 th to 17 th
Negotiation & confirmation stage (with China partner)	November 18 th - 25 th
Notification of final outcome	November 29 th
Submission of final proposal by successful applicant	By December 13 th
Grant agreement signing	December 20 th
Disbursement of Grant (payment one - 90%)	By December 31 st
Inception meeting & formalisation of China-UK partnership	January 17 th
Project implementation	January 20 th
Quarterly progress meetings & reports	Every three months (March, June, September, December)
Disbursement of Grant (payment two - 10%)	September 20 th 2022
Submission of final report	By March 31 st 2023

8. Payment of the Grant

After the results are announced, the British Council will sign Grant Agreements with the successful principal applicants. Unless stated otherwise, funding from British Council will be administered within 60 days of the signature of the Grant Agreement and all funded applicants must submit a declaration confirming they have received the funds.

The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The Principal Applicant is responsible to communicate and agree with their identified research team on the project's grant management and disbursement. The final terms will be communicated to successful applicants.

The British Council reserve the rights to recover full payment if the final report and supporting documents are not satisfactory, or the activities have not been delivered as planned.

In cases where the projects have spent less than the funding awarded, the underspend cannot be used for further activity unless agreed in advance by the British Council.

9. Implementation

All funded projects must be implemented in accordance with the submitted application, Grant Agreement, and other formal / written communication by the British Council. Any changes to proposed project activities must be approved by the British Council before going ahead.

10. Digital Platform

At this stage, given current travel constraints due to covid-19, it is envisioned that the majority of partnership activities will be conducted remotely, unless there are already teams or personnel in country. Should the situation improve, there may be opportunities for face-to-face operations.

The British Council's Global Information Security Policy recommends using Microsoft Teams as the principal means of virtual activities. Principal Applicants, who want to use other online tools or online platforms, must follow British Council's safeguarding and security protocols. Please email British Council for the protocols or if you have any questions.

11. Diversity and Gender Statement

Diversity statement

The British Council is committed to equal opportunities and diversity in all our activities. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief. Applicants are therefore encouraged to include participation by participants from under-represented groups in the teams implementing their proposed research. Applicants may apply for funding to cover extra costs for such participation, for example, for people with disabilities who may otherwise not be able to participate, or for childcare. Please describe any action you are taking to encourage diversity on your application form and make costs necessary to cover this inclusion clear within your application.

Gender statement

To comply with the International Development (Gender Equality) Act 2014, applications must outline how they have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities in the Gender Equality Statement section of the application form. Applicants are required to consider the impact their project will have on

gender. We aim for projects to be gender sensitive. This will be an assessment criterion for this call. 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 partnership 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 application/proposal, 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 analyse the needs and 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 project.
- 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)?

British Council reserve the right to reject the application if no consideration has been given to gender equality or if any proposal is assessed to result in a negative impact for gender equality.

12. Safeguarding

We have a duty of care to safeguard the children and vulnerable adults we work with. Please refer to the Safeguarding policy here: <https://www.britishcouncil.org/about-us/how-we-work/policies/safeguarding>

Where applications/proposals involve any contact with children, each organisation and individual will need to adhere to the relevant national requirements to ensure they have been fully vetted to work with under-18s.

13. Project Reporting, Monitoring and Evaluation

During the duration of research, the Principal Applicant is responsible to submit Quarterly Report and Annual Report to the British Council³. This report shall consist narrative and financial information that tracks progress against milestones / plan. In addition to this, the Principal Applicant will be required to submit a final narrative and financial report within 30 days

³ Templates for reports can be created collaboratively
www.britishcouncil.org

upon completion of the project. Project report template will be provided prior to Inception Meeting.

The British Council will conduct regular Monitoring and Evaluation as well as commission independent evaluations of selected projects that are of strategic importance.

Record of project including record of activities, contracts, important project document, evaluation reports, spending and supporting documentations related with financial transaction should be kept until seven (7) years after the closure of the project for audit purpose.

14. 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. The legal basis for processing your information is agreement with our terms and conditions of application (contract).

We may share all application data with the local China partner in order to assist with management of the application process.

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 the Data Protection Team infogovernance@britishcouncil.org or see our website:

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

15. Applicant Screening

In order 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 nor any of the applicant's 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;

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- 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 reasonably requested by the British Council to complete the screening searches.

16. Contractual Requirements

- The contracting authority 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: <https://www.britishcouncil.org/organisation/structure/status>).
- The successful applicants will be expected to undertake, support or facilitate activities in the UK and in China
- 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 (Terms and Conditions of the Grant Agreement) (“Grant Agreement”) is set out Appendix 4. 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.
- In the event that you have any concerns or queries in relation to the Grant Agreement, you should submit a clarification request to Senior Business Development Manager, Li Rui at li.rui@britishcouncil.org.cn CCing Senior Academic Manager, Fraser Bewick at fraser.bewick@britishcouncil.org.cn 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.

17. Contact Details

For all other enquiries, please contact:

Li Rui

Senior Business Development Manager

British Council EES, China

E: li.rui@britishcouncil.org.cn

And CC:

Fraser Bewick

Senior Academic Manager

British Council EES, China

E: Fraser.bewick@britishcouncil.org.cn