**International Science Partnership Fund**

**Research Collaboration Grants Japan – Application form**

**This document is for guidance only.  All applications must be submitted using the online application and not this form.**

[Apply through this form:](https://grants.britishcouncil.org/)

Please contact the International Science Partnership Fund Team if you are having any difficulties submitting your application form via our portal.

Review Panel Selection

Please indicate which of the following British Council Review Panels is the most appropriate to assess your proposal.

Select the Review Panel from the dropdown to start and provide a title for the project.

You will then be able to choose up to three subject areas in priority order within the chosen Review Panel (Most relevant, Very relevant, Relevant).

Please select the option ’Other’ only if your research does not fit in any of the broad subject areas listed.

Review panel:

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

Title of the project:

If Arts and Humanities Review Panel Selected

1. Arts and Humanities Review Panel - Most Relevant Subject Area

2. Arts and Humanities Review Panel - Very Relevant Subject Area

3. Arts and Humanities Review Panel - Relevant Subject Area  
  
List of subject areas:

* Archaeology
* Architecture
* Classics
* Communication
* Conservation and museum studies
* Creative practice research
* Cultural studies and intercultural communication
* Dance
* Design
* Development studies
* Digital humanities
* Drama and theatre studies
* Fine and visual arts
* Heritage studies
* History
* Information and communication technologies (humanities)
* Languages (ancient)
* Languages (modern)
* Law and legal studies
* Library and information studies
* Linguistics
* Literature
* Marketing
* Media
* Music
* Philosophy
* Political science and international studies
* Theology, divinity and religion
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Biological and Medical Sciences Review Panel Selected:

1. Biological and Medical Sciences: Review Panel - Most Relevant Subject Area

2. Biological and Medical Sciences: Review Panel -Very Relevant Subject Area

3. Biological and Medical Sciences: Review Panel - Relevant Subject Area

List of subject areas:

* Ageing
* Animal biology
* Animal welfare
* Assistive technology and rehabilitation
* Biochemistry
* Bioinformatics
* Biology
* Biomaterials
* Biomedical engineering
* Bio photonics and sensors
* Biophysics
* Cancer
* Cell biology
* Chemical biology
* Dentistry
* Diet and health
* Epidemiology
* Evolutionary biology
* Genetics
* Global health
* Immunology
* Industrial biotechnology
* Infection
* Marine biology
* Mathematical biology
* Medical image analysis
* Medical technology
* Medicine
* Mental health
* Microbiology
* Microscopy
* Molecular biology
* Neuroscience
* Nutrition and public health
* Pharmacology
* Phytochemicals
* Plant science
* Regenerative medicine
* Reproductive health and childbirth
* Respiratory
* Structural biology
* Synthetic biology
* Systems biology
* Tropical medicine
* Virology
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Engineering and Physical Sciences Review Panel selected:

1. Engineering and Physical Sciences Review Panel - Most Relevant Subject Area

2. Engineering and Physical Sciences Review Panel - Very Relevant Subject Area

3. Engineering and Physical Sciences Review Panel - Relevant Subject Area

List of Subject areas:

* Analytical science
* Archaeology
* Artificial intelligence technologies
* Bioenergy
* Biomaterials
* Bio photonics and sensors
* Built environment and building engineering
* Carbon capture and storage
* Chemical engineering
* Chemistry
* Civil engineering
* Coastal and waterway engineering
* Computer science
* Cybersecurity
* Earth sciences
* Electrical & electronic engineering
* Electrochemical sciences/energy storage and generation
* Energy networks
* Fluid dynamics and aerodynamics
* Fossil fuel power generation
* Geography
* ICT networks & distributed systems
* Infrastructure and urban systems
* Manufacturing technologies
* Marine, wave, tidal and hydro energy
* Materials science and engineering
* Mathematical sciences
* Mathematics
* Mechanical engineering
* Mental health
* Microscopy
* Nanomaterials and nanotechnology
* Nuclear energy
* Ocean engineering
* Petroleum Engineering
* Physics
* Plasma and lasers
* Quantitative and statistical methods
* Quantum devices, components, and systems
* Robotics
* Software engineering
* Solar technology
* Statistics
* Systems biology
* Telecommunications
* Whole Energy Systems
* Wind power
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Natural Environment Review Panel selected:

1. Natural Environment Review Panel - Most Relevant Subject Area

2. Natural Environment Review Panel -Very Relevant Subject Area

3. Natural Environment Review Panel -Relevant Subject Area

List of subject areas:

* Agricultural sciences
* Aquaculture
* Atmospheric physics
* Atmospheric chemistry
* Biodiversity
* Climate & climate change
* Ecology
* Environment/health interface
* Food science
* Forestry
* Genetics & development
* Geosciences
* Geography
* Hydrometeorology
* Marine environments
* Microbial sciences
* Epidemiology
* Oceanography
* Omic sciences & technologies
* Planetary science
* Plant & crop science
* Pollution, waste & resources
* Soil Sciences
* Systematics
* Terrestrial & freshwater environments
* Veterinary sciences
* Medical technology
* Medicine
* Mental health
* Microbiology
* Microscopy
* Molecular biology
* Neuroscience
* Nutrition and public health
* Pharmacology
* Phytochemicals
* Plant science
* Regenerative medicine
* Reproductive health and childbirth
* Respiratory
* Structural biology
* Synthetic biology
* Systems biology
* Tropical medicine
* Virology
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Social Sciences Panel selected

1. Social Sciences - Most Relevant Subject Area

2. Social Sciences - Very Relevant Subject Area

3. Social Sciences - Relevant Subject Area

List of subject areas:

* Anthropology
* Applied linguistics
* Built environment (as a social science)
* Change management
* Criminology
* Culture studies
* Demography
* Development studies
* Discourse studies
* Early childhood
* Economics
* Education
* Environmental planning
* Ethics
* Finance
* Geography
* Grantsmanship
* Energy networks
* Human rights
* Innovation
* International studies and international relations
* Law and legal studies
* Librarianship and information science
* Linguistics
* Logistics
* Management, business and administration studies
* Maritime business
* Maritime law
* Marketing/consumer studies
* Nursing
* Philosophy of science
* Political science
* Psychology
* Science and technology studies
* Science policy
* Social anthropology
* Social policy and administration
* Social sciences & public health
* Social statistics, methods and computing
* Social work
* Socio legal studies
* Sociology
* Supply chain management
* Theology and religious studies (as a social science)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposal Summary

Duration of project (months)

Please select the ISPF theme(s) that apply to your project.

*Resilient Planet* - Leading the green industrial revolution to protect the planet  
*Transformative Technologies* - Developing responsible technologies to secure our place in tomorrow’s world  
*Healthy People, Animals and Plants* – Researching and Innovating for secure and healthy populations  
*Tomorrow’s Talent* – Nurturing talent to drive inclusion, research, and innovation.

* Resilient Plant
* Transformative Technologies
* Healthy People, Animals and Plants
* Tomorrow’s Talent

UK Partner Cost: full economic cost in GBP: £

This amount is the full Economic Cost of the project for the UK Institution only.

The amount should match the figure shown as UK Total Project Costs on the budget request tab.

UK Grant requested (80% of FEC): £

This amount is 80% of the UK Partner full economic cost.

The amount should match the figure as UK Total Grant Requested on the budget request tab.

UK Total Funding Requested (GRANT REQUESTED): Automatically completed in the application form.

Japan Partner Cost: Full Economic Cost in GBP/Grant requested. For international partners without an in-country fund contracting and payment will be through the UK Institution: £

Total Grant Requested (UK plus Japan grant requested): £

Total grant requested must not exceed £80,000

Which of the Sustainable Development Goals are applicable to this project (if any)? (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
* Sustainable cities and economies
* Responsible consumption and production
* Climate action
* Life below water
* Life on land
* Peace, justice and strong institutions
* Partnership for the goals

Project Abstract: Please give a short summary in plain English of the ISPF collaboration and the research/innovation area(s) to be covered. This should be a statement for a non-specialist audience, giving the rationale of the collaboration, briefly describing what will be done and summarising its potential impact beyond academia. We define ’impact’ as short- to medium-term effects on a variety of stakeholders at different levels (i.e. individuals, organisations, nations); changes that will occur as a result of your research project; the demonstrable contribution that excellent research makes to society and the economy (no more than 500 words)

UK Project Leader

UK Project Leader Title (Dr, Miss, Mr, Mrs, Professor, Other)

If Other is selected

Other Title Used:

UK Project Leader: Full Name:

Ensure the names do not include any special characters.

UK Project Leader: Position

UK Project Leader: Gender (Female, Male, Another gender, Prefer not to say)

If Another gender selected

Please state your gender:

UK Project Leader: Department

UK Project Leader: Job title

e.g., "Professor of Engineering"

UK Project Leader: phone number

UK Project Leader: email address

How many hours per month do you spend on research-related activities?

How many hours per month would you dedicate to the proposed ISPF collaboration?

UK Institution: Full legal name

Institution type (University, Charity, Public Sector, Research Institution)

UK Institution: Full address

Formal legal name and description of UK contracting institution:

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

Formal legal address of UK contracting institution:

Please state the formal legal address for contracting purposes.

UK Institution: region

UK Head of Department (or equivalent): Full name

This person will sign the Institutional Statement of Support.

UK Head of Department (or equivalent): Email address

UK Institution Legal Representative: Full name

UK Institution Legal Representative: Email address

Japan Project Leader

Title (Dr, Miss, Mrs, Mr, Professor, Other)

If Other is selected

Other Title Used:

Japan Project Leader: Full name

Ensure the names do not include any special characters.

Japan Project Leader: Position

Japan Project Leader: Gender (Female, Male, Another gender, Prefer not to say)

If Another gender selected

Please state your gender:

Japan Project Leader: Department

Japan Project Leader: Job title

e.g. “Professor of Engineering”

Japan Project Leader: Phone number

Japan Project Leader: Email address

How many hours a month do you spend on research-related activities?

How many hours a month would you dedicate to the proposed collaboration?

Japan Institution: Full legal name

Japan Institution: Full legal address

Japan Institution: Type

Not-for-profit higher education institutions, publicly funded research organisations.

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

This person will sign the Institutional Statement of Support.

Japan 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.

The Research Project

Please list the objectives of the project. One objective is required but you may list of to five. Objectives should be specific and achievable. (no more than 60 words per objective)

Key deliverables and anticipated outputs (No more than 250 words)

Please provide details of the research that is to be undertaken in the proposed ISPF Collaboration and place it clearly in its scientific context. (No more than 1250 words)

Please structure the text to make it easily accessible for reviewers, for example by using section headings and bullet points. You should address the following: • Describe the topic of the project, stressing its importance and timeliness• Describe how the research objectives relate to and could add value to the existing literature; • Describe what will be done, by whom, and at what institution, including those of any associated partners; • Describe research methodology and how this will produce outputs; • Indicate how the skills and backgrounds of the applicants make them particularly well-suited to

Indicative timetable with milestones covering the entire lifetime of the grant requested. (No more than 250 words)

Please identify relevant stakeholders and potential users of the research and describe any existing engagement with them. (No more than 500 words)

Stakeholders have a role, have an interest in, or are affected by the project, e.g. other researchers, policy makers, practitioners, private sector organisations, local/poor populations. Research users are defined as those who will use the outputs, e.g. a policy maker and practitioner using research outputs to influence decision-making.

Please outline how you intend to engage with each of the groups described above to maximise the potential of this collaboration to have a positive impact, during the lifetime of the grant and thereafter.

Indicate how you will measure the impact on these stakeholder groups. (no more than 500 words)

The Collaboration

Is this activity part of an existing collaboration between the UK and the international partner institution?

If Yes:

Please give details of the collaboration. (no more than 250 words)

What roles will the different individuals/institutions have in the collaboration? (No more than 250 words)

How will the collaboration be managed (including regarding communications)? (No more than 250 words)

What value will the different individuals/ institutions/organisations add to the collaboration (with specific reference to their complementary expertise and technical resources)? 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 Japan (no more than 750 words)

Sustainability and capacity strengthening

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. (No more than 400 words)

Please indicate the level of capacity strengthening:

* Individual
* Institutional
* Enabling Environment/Ecosystem Level

How will the collaboration contribute to capacity strengthening within the wider research and innovation landscape in Japan? (No more than 400 words)

Gender Equality Statement

All applicants are expected to submit a 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 equitable and meaningful opportunities for people of different genders to be involved throughout the project? These measures includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation. (no more than 250 words)

What is the expected impact of the project (benefits and losses) on people of different genders, both throughout the project and beyond. (no more than 250 words)

Will there be an 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. Please provide details if no change is expected. (no more than 250 words)

How will any risks and unintended negative consequences on gender equality be avoided or mitigated against, and monitored? Please provide an explanation if there are no risks or unintended negative consequences on gender quality are expected. (no more than 250 words)

Are there any relevant outcomes and outputs being measured, with data disaggregated by age and gender (where disclosed)? Please explain if there are no relevant outcomes and outputs which will require data to be disaggregated by age and gender. (no more than 250 words)

Governance and ethics

Will the collaboration covered by the ISPF 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 addressed. Please include any ethical tensions or harms that might emerge as a result of developing and/or using Artificial Intelligence technology. (No more than 500 words)

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. (no more than 250 words)

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? (no more than 250 words)

Please indicate how IP generated through the project will be managed. (no more than 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.**

Pleaser outline the incident reporting procedure for this project. (no more than 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.

Budget request

Please complete the budget summary, listing (separately by the UK and Japan) all the funding you are requesting.

Please refer to the [Guidelines for Applicants](https://opportunities-insight.britishcouncil.org/sites/siem/files/field/file/news/ISPF%20Research%20Collaborations%20applicant%20guidelines%20May%202024_0.pdf) [TO BE UPDATED] for general guidance on the budget support that can be requested and any annexes for country-specific limits and criteria.

Definitions:

**Directly Incurred costs:** These costs 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.

**Directly Allocated costs:** These costs include 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.

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

Directly Incurred Costs: Staff

UK Directly Incurred Costs – **Staff** 100% FEC (Full Economic Cost): £

UK Directly Incurred Costs – **Staff** 80% FEC (Full Economic Cost: Automatically completed in the grant application form.

Justification for all Directly Incurred **Staff** Costs for UK. Include a breakdown of costs (roles and number of staff) and the reason for their inclusion in the project. (no more than 300 words)

Japan Directly Incurred Costs - **Staff** 100% FEC (Full Economic Cost): £

Justification for all Directly Incurred **Staff** Costs for Japan. Include a breakdown of costs (roles and number of staff) and the reason for their inclusion in the project. (no more than 300 words)

Directly Incurred Costs: Travel and Subsistence

UK Directly Incurred Costs - **Travel & Subsistence** 100% FEC (Full Economic Cost): £

UK Directly Incurred Cost - **Travel & Subsistence**: 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Justification for all Directly Incurred **Travel & Subsistence** Costs for UK. Include a breakdown of the costs (travel locations, length of stay, cost of flights/accommodation) and reasons for travel. (no more than 300 words)

Japan Directly Incurred Costs - **Travel & Subsistence** 100% FEC (Full Economic Cost): £

Justification for all Directly Incurred **Travel & Subsistence** Costs for Japan. Include a breakdown of the costs (travel locations, length of stay, cost of flights/accommodation) and reasons for travel. (no more than 300 words)

Directly Inc UK Directly Incurred Costs - Other 80% FEC (Full Economic Cost): £

UK Directly Incurred Costs - Other 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Japan Directly Incurred Costs - **Other** 100% FEC (Full Economic Cost): £

Justification for all Directly Incurred **Other** Costs for UK. Include Breakdown of other costs and their reason. (no more than 300 words)

Directly Allocated Costs: Investigators

UK Directly Allocated Costs - **Investigators** 100% FEC (Full Economic Cost): £

UK Directly Allocated Costs - Investigators 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Justification for all Directly Allocated **Investigators** Costs for UK. Include Breakdown of costs for each investigator and justification for the inclusion of these costs. (no more than 300 words)

Japan Directly Allocated Costs - **Investigators** 100% FEC (Full Economic Cost): £

Justification for all Directly Allocated **Investigators** Costs for Japan. Include Breakdown of costs for each investigator and justification for the inclusion of these costs. (no more than 300 words)

Directly Allocated Costs: Facilities

UK Directly Allocated Costs - **Facilities** 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Justification for all Directly Allocated **Facilities** Costs for UK. Add Breakdown of costs needed for access to research facilities and their reason for inclusion. (no more than 300 words)

Japan Directly Allocated Costs - **Facilities** 100% FEC (Full Economic Cost): £

Justification for all Directly Allocated **Facilities** Costs for Japan. Add Breakdown of costs needed for access to research facilities and their reason for inclusion. (no more than 300 words)

Directly Allocated Costs: Other

UK Directly Allocated Costs – **Other** 100% FEC (Full Economic Cost): £

UK Directly Allocated Costs – **Other** 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Justification for all Directly Allocated **Other** Costs for UK. Include a breakdown of costs and their reason for inclusion. (no more than 300 words)

Japan Directly Allocated Costs – **Other** 100% FEC (Full Economic Cost): £

Justification for all Directly Allocated **Other** Costs for Japan. Include a breakdown of costs and their reason for inclusion. (no more than 300 words)

Estates & Indirect Costs

UK **Estates & Indirect** Costs – 100% FEC (Full Economic Cost). 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: £

UK **Estates & Indirect** Costs – 80% FEC (Full Economic Cost): Automatically completed in the grant application form.

Exceptional Costs

UK **Exceptional** Costs: 100% FEC (Full Economic Cost) (optional). Exceptional costs may only be included if they have been discussed with the British Council in advance at: [Japan-ISPF@britishcouncil.org](https://grants.britishcouncil.org/entry-form/entrant/eJMqbgQd/Japan-ISPF@britishcouncil.org): £

Justification for all **Exceptional** Costs for UK (optional). Provide a breakdown of the included Exceptional costs and how they will help to tackle barriers to equality, diversity and inclusion. (no more than 300 words)

**UK Total Grant Requested:** Automatically completed in the grant application form.

**UK Total Project Cost** 100% FEC (Full Economic Cost) PROJECT COST: Automatically completed in the grant application form.

**Japan: Total Project Cost / Grant Requested:** Automatically completed in the grant application form.

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. Narrative CV in R4R1 format; no more than two pages long.

**Document file name format:**

UK Project Leader CV\_UK Project Leader Surname\_Country

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

File types accepted: .doc, .docx, .pdf

Japan Project Leader CV. CV; no more than two pages long.

**Document file name format:**

Partner Project Leader CV\_UK Project Leader Surname\_Country

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

File types accepted: .doc, .docx, .pdf

UK Letter of Support. Letter on headed paper and dated within three months of 17 September 2024, signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority.

Must not be signed by the Project Leaders.

**Document file name format:**

UK Letter of Support\_UK Project Leader Surname\_Country

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

File types accepted: .doc, .docx, .pdf

Japan Letter of Support. Letter on headed paper and dated within three months of 17 September 2024, signed by the Head of Institution, Head of Department, or other person with appropriate delegated authority.

Must not be signed by the Project Leaders.

**Document file name format:**

Partner Letter of Support\_UK Project Leader Surname\_Country

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

File types accepted: .doc, .docx, .pdf

Gantt Chart. A one-page Gantt Chart for the project activities.

**Document file name format:**

Gantt Chart\_UK Project Leader Surname\_Country

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

File types accepted: .xls, .xlsx

Risk Assessment for Travel (optional).   
A completed draft risk assessment for travel to/from the partner country is required **IF** any funding for travel is requested to / from the UK to the partner country

**Document file name format:**

Risk Assessment\_UK Project Leader Surname\_Country

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

File types accepted: .doc, .docx, .pdf

Associated Partners Letter of Support (optional). A single PDF of *all* letters of support from *all* associated partners in the project; dated within three months of 17 September 2024, on headed paper. Each letter must be signed and no more than 350 words each.

**Document file name format:**

Associated Partners Letter\_UK Project Leader Surname\_Country

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

File types accepted: .pdf

Pre-submission checks

Have you obtained permission to submit this application on behalf of the UK and Japan institutions? (Yes, No)

The UK institution is willing to receive the funds and sign the grant agreement. (Yes, No

Both the UK and Japan 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)

How did you hear about this opportunity? (optional)

I confirm that Artificial Intelligence tools have not been sued in writing this application or where they have been used they have been clearly identified in the responses.

I confirm neither the UK nor Japan’s home institution are bankrupt, being wound up, or having their affairs administered by the courts.

I confirm neither the UK nor Japan’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 Japan 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 Japan 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 Project Leader nor the Japan 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.

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).**

The British Council will use the information that you are providing in connection with processing your application under the International Science Partnerships Fund (ISPF) programme. The legal basis for processing your information is your agreement with our terms and conditions of application.

Your information will be used in making any consequential grant, grant payment, and for monitoring and reporting purposes.

We will need to share necessary data with application reviewers and panel members contracted by the British Council, international partners, the funder UK Department of Science, Innovation & Technology (DSIT) and contracted external evaluators (as required). Organisation details, where collected, are used for monitoring and evaluation and statistical purposes. Equality data and geographical information, where collected, is used solely in preparing statistical reports.