
**International Science Partnerships Fund (ISPF)
AMAZONIA BR/UK WORKSHOPS
GUIDELINES FOR APPLICANTS
NOVEMBER 2023 VERSION 1.0**

Countries included in this call are:

UK and Brazil

Call opens 15th November 2023

Call closes 7th January 2024, 12:00 noon UK time

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Background

The International Science Partnerships Fund (ISPF) is designed to enable potential and foster prosperity through research and innovation partnerships by supporting UK researchers and innovators to work with peers around the world on the major themes of our time: planet, health, tech, and talent.

The £337m fund is managed by the Department for Science, Innovation and Technology and delivered by a consortium of the UK's leading research and innovation bodies, which includes: UK Research and Innovation (comprising the 7 research councils, Innovate UK and Research England), the UK Academies, the British Council, the Met Office, the National Physical Laboratory, the UK Atomic Energy Authority, and Universities UK International.

For further information visit [International Partnerships Fund](#).

The Amazonia+10 Initiative is an alliance of 25 State Funding agencies across Brazil to support and fund the transition to a new sustainable development model of the Brazilian Amazon through Science, Technology and Innovation. This coalition was created in 2022, when it invested nearly £7 million in R&D projects across the nine states in the Legal Amazon.

In the framework of our ISPF alliance with the Amazonia+10 initiative, we launch the Amazonia BR/UK workshops programme which aims to support the research and academic environment through bilateral collaboration between the UK and Brazil; the exchange of knowledge and best practice and the development and implementation of pilot activities to promote capacity strengthening collaboration shaped by the demands and priorities set under the [Amazonia +10 initiative](#).

We invite proposals for the Amazonia BR/UK workshops which should comply with the following three overarching objectives:

- **Support international development -relevant research** – Workshops are intended to support research areas relevant to the economic development of the Legal Amazon sociobiodiversity and welfare of Brazil.
- **Contribute to capacity building of early career researchers** – The proposal must include a description of how the workshop will contribute to the personal and professional development of the participants. Principal Applicants should indicate how they envisage this occurring, including any plans for long-term- mentoring of early career researchers (either within each country, or cross nationally-).
- **Establish new research links or significantly develop existing links, with the potential for longer term sustainability** – Principal Applicants must outline the specific outputs anticipated from the workshop. The aim of the workshop is to stimulate longer term links between the UK and Brazil, as well as to contribute to the personal and professional development of the participants. The workshop proposal should include an explanation of the mutual benefits to the UK and Brazilian researchers and institutions. They should also explore any potential longer-term benefit that might arise, thinking about who might benefit and how they might benefit and describing the actions that will be taken to ensure that potential impact is realised.

Proposals should also give thought to the research priorities of the [Amazonia +10 initiative](#) programme:

- Biodiversity and climate change
- Protection of traditional communities

- Urban challenges across the Legal Amazon
- Bioeconomy to promote a new model of development

Overview of the funding opportunity

Amazonia BR/UK Workshop grants are designed to provide financial support to bring together a UK/Brazil bilateral cohort of early career researchers to take part in workshops to meet the overarching objectives. This programme is supported by UK government funding and Brazil and forms part of the International Science Partnerships Fund.

Each workshop will be co-ordinated by two Leading or Established Researchers¹, (Principal Applicants), one from the UK and one from Brazil (Brazilian Principal Applicant based in the Legal Amazon) and will focus either on a specific research area or on an interdisciplinary theme (for example ‘Ethnobiology’). Principal Applicants can identify up to four additional Leading or Established Researchers¹ (two from each country – Female Lead researchers and/or those from minority groups are encouraged to apply) to be involved in the workshop and act as mentors, but the remaining participants must be researchers at an earlier stage in their career (either Recognised or early-stage Established researchers¹). The Principal Applicant from Brazil should be from a research institution located in the Legal Amazon.

Role	Number	Location	Level of Experience	Notes
Principal applicants	2	1 – Brazil 1 - UK	Leading or Established Researchers	Brazil Principal Applicant must be currently working in a research or higher education institution located in the Legal Amazon – Brazil <i>Female Lead researchers and/or those from minority groups are encouraged to apply</i>
Mentors	up to 4	Up to 2 from UK Up to 2 from Brazil	Leading or Established Researchers	Participation of female researchers and/or those from minority groups is encouraged
Workshop Participants		UK or Brazil	Recognised or early-stage Established researchers	PhD candidates who are waiting for the results of their viva are eligible to participate. Female researchers and/or those from minority groups should be encouraged to apply to participate
Total attending workshop	Maximum 40			Includes Mentors and Principal Applicants

¹ For an indication of profiles for the different categories of participants, we suggest applicants refer to the European Commission’s “[New! Research profiles descriptors](#)” – “. Principal Applicants and mentors should be at ‘R4 – Leading Researcher’ level or ‘R3 – Established Researcher’ level, and early career participants at ‘R2 –Recognised Researcher’ level or at the beginning of R3 level.

Proposals should aim at fostering partnerships between workshops participants to feed the pipeline for upcoming research collaboration opportunities intended at expanding knowledge about sociobiodiversity and Amazonian biodiversity in any discipline/multidisciplinary area (including the natural sciences, social sciences, and arts and humanities). Please check Appendix 1 for Brazil's specific guidance on priority research areas

Not-for-profit-- higher education institutions or publicly funded- research organisations can participate in Amazonia BR/UK workshops. For-profit- organisations and not-for-profit-- organisations can participate but are usually **not** eligible to apply for Workshop grants. **For-profit- organisations are not eligible to receive any grant funds.** Please see list of eligible UK research institutions [here](#). Please contact us at ISPF-Amazonia@britishcouncil.org if you are in doubt about the eligibility of your institution.

The November 2023 call invites proposals for Amazonia BR/UK workshops with Brazil.

Relevance to economic development and social welfare (Official Development Assistance (ODA) eligibility)

For the purpose of the International Science Partnerships Fund (ISPF) Amazonia BR/UK programme, we define activities leading to impact with development relevance as activities that have the potential to contribute to the economic development and social welfare of low and social welfare of low and middle-income countries², benefitting low-income and/or vulnerable populations in Brazil. The latter refers to individuals who are at greater risk of poor physical and social health status. They include the elderly, the mentally and physically disabled, at-risk children and youth, ex-combatants, internally displaced people and returning refugees, HIV/AIDS- affected individuals and households, religious and ethnic minorities and, in some societies, women.³

In order to be considered for funding under the Amazonia BR/UK programme, **all proposals must clearly demonstrate a primary focus on development and articulate a plausible route to positive impact within a short to medium term timeframe (within 10 years). Applications which do not meet this criterion cannot receive support under the Amazonia BR/UK programme.**

In some disciplines, development relevance can be longer term and less direct than in other areas. In all cases, it is the responsibility of the applicant to articulate within the application how the proposed activities will meet these criteria.

For more on our approach to ODA, please see:

<https://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/official-development-assistance.htm>

Applicants must complete the ODA compliance section of the application form and should not expect reviewers to make assumptions about development impact that is not clearly described within the proposal.

Failure to demonstrate ODA eligibility will render your application ineligible regardless of other success criteria. Please make sure you consider the ODA relevance of your application. A strong case for your proposal must be made.

² As defined by the OECD DAC list of official development assistance (ODA) recipients. (<http://www.oecd.org/dac/stats/daclist.htm>).

³ Vulnerable groups

In order to show development relevance within the context of their proposed project, applicants are advised to include within their application reference to any local or national consultation, links to government policies, and existing links with government institutions and must clearly articulate the importance to relevant in-country challenges.

Agreements for ownership and exploitation of intellectual property generated through project activities must be consistent with the primary aim of addressing development issues.

ODA transparency and reporting

As part of the government's commitment to ODA transparency and in line with FCDO ODA reporting requirements, there is a requirement to publish information about ODA grants including project titles and summaries via the International Aid Transparency Initiative (IATI) registry and via FCDO's national statistics.

The purpose of publishing information via the IATI registry is to make information about ODA easily accessible to governments, stakeholders and other relevant groups in beneficiary countries. All funded projects from this programme will be published in this way. Please therefore write your project title and summary in such a way that they are meaningful and accessible to non-specialist audiences, following publication.

It is expected that the project title and summary are written in plain English and avoid the use of jargon, acronyms, puns and plays on words. **Please also make clear in your project title and summary how your project is ODA-compliant**, for example by identifying the development challenge(s) being addressed, the aims of the project and the beneficiary countries.

Gender Equality Statement

According to 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 how they can contribute to addressing gender inequality through their project.** This should be about the project specifically – activities, outputs and outcomes; the make-up of the project team; participants, stakeholders and beneficiaries of the project; and the processes followed throughout the research programme. It should not be a re-statement of your Institution's policy, you may refer to the policy, but should show how the policy will be implemented in terms of the project. The Gender Statement must **address the below criteria**, with an understanding that, depending on the nature of the research and innovation, not all questions will be applicable.

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

- Have measures been put in place to ensure equitable and meaningful opportunities for people of different genders to be involved throughout the project? This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation.
- The expected impact of the project 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, race, socio economic backgrounds, disability, and gender (where disclosed)?

For grant applications, please consult useful guidance on [Gender Equality Statements](#)

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

Eligibility

Leading or Established Researchers may apply to be workshop Principal Applicants and must propose a theme for the workshop using the online application form (See Section 17. Application process). The proposal must be a joint application, with one Principal Applicant based at a UK institution and one based in Brazil. Applications must have the support of the home and partner institutions, confirmed by supporting letters submitted with the application. In this round, only one application may be submitted per Principal Applicant, but there is no limit to the number of applications submitted per institution.

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

- Each proposal must have one Principal Applicant from the UK **and** one Principal Applicant from Brazil.
- Both Principal Applicants must be Leading Researchers or Established Researchers
- The Principal Applicant from Brazil must be working for an institution based in the Legal Amazon – Brazil
- Principal Applicants cannot assume role of workshop Mentors
- Principal Applicants must be permanent employees of one of the following (this means that Emeritus and Honorary Professors may not apply as lead):
 - A not-for-profit-- higher education institution unless specified otherwise in Appendix 1
 - A UK higher education institution (all UK higher education institutions are eligible)
- A not-for-profit-- research organisation. A Catapult Centre (in the case of the UK Principal Applicant).
- Both of the Principal Applicants' institutions (the 'Lead Institutions') must have the capacity to administer the grant where contracting requires
- Individual departments within a single institution can make multiple applications per call provided that the proposed activities are clearly different
- Principal Applicants may only submit one Amazonia BR/UK application to this Amazonia BR/UK call.
- The Amazonia BR/UK application must be submitted by the UK Principal Applicant
- Organisations affiliated to higher education institutions in the UK or any other country and based in Brazil, (e.g. an overseas campus) are not eligible for International Science Partnerships Fund (ISPF) awarded grants. (ECR's from affiliated organisations however are eligible as workshop participants).

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

participate in but are usually **not** eligible to apply for Amazonia BR/UK grants. Furthermore, **for-profit- organisations are not eligible to receive any grant funds.**

If you are unsure about your organisation's eligibility, please see list of eligible UK research institutions [here](#).

For Brazil, please contact ISPF-Amazonia@britishcouncil.org.

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

Location of the workshops

It is expected that most workshops will take place in any of the nine Legal Amazon states, (i.e., Acre, Amapá, Amazonas, Maranhão, Mato Grosso, Pará, Rondônia, Roraima, and Tocantins).

Duration of the workshops

The minimum duration of a workshop is three (3) days.

Timing of the workshops

Workshops must take place between **15th of March and 31st of July 2024.**

Participation in the workshops

The two Principal Applicants must identify up to 4 Leading/Established Researchers (see footnote on page 3 for a definition), two from the UK and two from Brazil, to act as mentors, but the remaining participants must be researchers at an earlier stage in their career. (Principal Applicants cannot be identified as mentors as well). The maximum number of participants per workshop is 40 (including Principal Applicants, mentors and early career researchers). Participants must be based in the UK or in the partner country.

Workshop places must be allocated to early career researchers through an open call once the British Council has notified the applicants that their proposal has been successful. For the purpose of this call, we define 'early career researcher' (ECR) as someone who has completed or is close to completion of their PhD, potentially waiting for their final viva voce examination, which must be passed prior to taking up the award. ECRs must **not** have held a permanent academic post with a research component or a post with a research-related element, or one which allowed them to supervise PhD students or submit research grants as a principal investigator. Time spent in teaching-only roles or academic related roles will not affect ECR status for this call, provided no research element was part of the role.

If a researcher does not hold a PhD but has research experience equivalent to a PhD holder and works in a field where a PhD is not a prerequisite for established research activity, they can still be considered eligible. Participants from for-profit- organisations cannot be funded.

As we move toward greater inclusivity for ECRs from a wide range of backgrounds, we are no longer counting years spent in a specific career stage. Career breaks and alternative trajectories to an early academic career are all considered outside the definition of career stage.

Role of the Principal Applicants: Principal Applicants submit the online application form along with a budget request, determine the workshop theme and shape the content/agenda of the workshop. Principal Applicants – overseen by the relevant British Council country office and in country- partners, if appropriate – will also be responsible for selecting early career researchers to participate in the workshop if the proposal is successful.

Under this call for proposals, Principal Applicants will be responsible for all organisational aspects of the workshop logistics (including travel arrangements for participants and booking of the workshop venue).

The grant agreement will be signed by the UK Principal Applicant's home institution which will be responsible for the management of the grant (including financial reporting).

Role of the Mentors: Established Researchers can give a limited number of keynote lectures but must also act as mentors to the early career researchers during the workshop. Ideally, they would also remain in contact with the early career researchers after the workshop has finished.

Language

Workshops will be held in English. It is expected that all participants will have a sufficient standard of English to engage fully in discussion. However, consideration should be given to non-native speakers and translation/interpretation can be provided for the event.

Thematic focus of the workshops

Workshops should aim at expanding the knowledge about local sociobiodiversity in the Brazilian Amazon by fostering multidisciplinary research partnerships between researchers from diverse backgrounds working at Legal Amazon, other Brazilian states and UK higher education or research organizations.

Workshops may be specific to a particular field of research or interdisciplinary in nature related to the country priority areas which can be consulted on Appendix 1.

Content of the workshop

Principal Applicants are expected to lead on developing the research content of the workshops. However, workshops are intended to be a career development opportunity with a focus on promoting international collaboration, and there are specific guidelines to facilitate this. The following is a brief overview, and more detailed guidance will be provided to successful applicants:

Sessions should be as interactive as possible, and all participants encouraged to share knowledge, experience and ideas. Principal Applicants and mentors should share their expertise.

Suggested sessions:

- Formal keynote lectures by the Principal Applicants and mentors. These must take up no more than a half day- in total (ideally spread over the workshop).
- Research sessions where the early career researchers are able to share their current research. This could be in poster format or oral presentations.
- Networking sessions where researchers are able to interact and explore opportunities for collaboration, (e.g. speed networking- sessions).
- Overview of the research base and funding opportunities: a brief introduction to the research base in the UK and Brazil – how research is funded, size, strengths, international collaborative activity and links with industry.
- Career development opportunities in the UK and Brazil. This could be an informal discussion amongst the researchers or a more structured look at career development.
- How to form international collaborations (intercultural skills, challenges, opportunities, best practice, etc.).
- Optional content within workshops (where appropriate these sessions would be welcome but applications will not be disadvantaged if they do not include them):
 - Depending on the research field or theme of the workshop, Principal Applicants may wish to include a session which invites industry or other non-academic- partners to talk about cross sector- collaboration.

- Public engagement activity/visit to a relevant research facility.

Recruitment of participants

Following the selection process, successful Principal Applicants will be responsible for recruiting participants to the workshops. Participants must be based in the UK and in Brazil.

Early career researchers recruited to participate in the workshop must have a PhD or equivalent research experience. There must be an open call for participants which must be disseminated through recognised channels⁴ (so that workshops are advertised as widely as possible). **No more than a third** of early career researchers from each country may be recruited from within the institutions of the Principal Applicants and mentors. Principal Applicants are requested to vigorously seek participation of researchers from institutions at the nine Legal Amazon states

The selection of early career researchers to participate in the workshop must be fair and transparent. The British Council will provide a template application form for participants which Principal Applicants can adapt as appropriate, and British Council teams will be available to offer advice and oversight where necessary.

The maximum number of participants per workshop is 40 (including Principal Applicants, mentors and ECRs).

Equal opportunities and diversity are at the heart of the British Council's cultural relations ambitions. Principal Applicants are expected to promote diversity and ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

Funding

The level of grant funding available from the International Science Partnerships Fund (ISPF) can be found on Appendix 1 for country specific- limits.

The grant contribution given to support the organisation of the Amazonia BR/UK workshops is calculated using a combination of flat unit rates per person and accountable costs.

Researchers and their institutions will be asked to keep and submit receipts and invoices to demonstrate their spend until 31 December 2030.

Full checks of supporting documentation will be carried out on a proportion of the grants.

Further monitoring and evaluation will also be carried out, to be specified in the grant agreement.

There are five budget categories: International travel, Domestic travel, Subsistence, Event costs per day and Additional workshop costs.

Please see Appendix 1 for maximum amounts that can be requested in each budget category. Applicants are required to provide a budget request upon submission of their proposal.

International travel

This is a contribution towards: travel costs to the country of the workshop visa costs, travel insurance and local transport to the workshop venue for international participants. It is calculated using a unit cost for each workshop participant, at the travel rate stated for Brazil.⁵ International economy class airfares should be booked as far in advance as possible to minimise costs.

All workshop participants must take out adequate insurance. The British Council cannot take responsibility for any issues which occur when the participants are in Brazil.

⁴ Examples of dissemination channels:

- Euraxess: <https://www.euraxess.org.uk/>

⁵Costs of any additional travel during the workshop – for international and domestic participants – may be covered using the subsistence budget.

Domestic travel

This covers costs of domestic travel to the venue for all workshop participants based in the country where the workshop takes place. The domestic travel contribution is calculated using a unit cost for each workshop participant and is specific to the country where the workshop takes place.

Subsistence

This covers the costs of accommodation, medical insurance, and daily expenses such as phone and local transport. Subsistence is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop and is specific to the country where the workshop takes place.

Event costs

This covers the costs of venue hire and meals. The event rate grant contribution is calculated using a unit cost for each workshop participant multiplied by the number of days of the workshop and is specific to the country where the workshop takes place.

Contribution to additional workshop costs

Principal Applicants can request a sum to cover:

- Additional event costs not already covered, e.g., projector, flip charts and other materials needed for the organisation of the workshops (including networking and social activities).
- Administrative costs such as communications cost, printing costs and stationery.

Staff costs and honoraria cannot be covered by the Amazonia BR/UK grants.

Payment of the grant

The International Science Partnerships Fund (ISPF) grant for Amazonia BR/UK workshops will be paid in 2 instalments: an 80% pre-financing payment will be paid within 30 days of signature of the Grant Agreement, and 20% post-workshop payment, or a recovery, on approval by the British Council of a final report based on actual expenditure submitted by the Principal Applicants. If the workshop has not been delivered as planned, or if fewer participants attended than originally envisaged, resulting in a reduction in costs, the final payment may be withheld and if necessary, a proportion of the grant recovered.

The Amazonia BR/UK Grant Agreement will be signed by, and the grant paid to the Principal Applicant's UK institution. The grant recipient institution that signs the agreement will then be responsible for the management of the grant (including financial reporting). The final terms will be communicated to successful applicants.

Funding offered under the Amazonia BR/UK programme is intended as a **contribution** towards the costs of the workshops. Principal Applicants are expected to add a contribution in kind- towards the overall cost of the workshop by dedicating their time to the planning and delivery of the workshops.

Underspend

In cases where beneficiaries have spent less than the budget awarded, the underspend cannot be used for further research activity unless agreed by the British Council. Requests to utilise the underspend should be sent to ISPF-Amazonia@britishcouncil.org before additional expenditure occurs. Please note that you cannot request to repurpose the final 20% of the Grant where it is unspent at the time of preparing your final report. Requests to repurpose funding should be emailed along with your Final Report submission before the deadline of 31st August 2024.

Reporting

Principal Applicants must submit a final report within 30 days after the workshop as a condition of the grant. The final report template will be sent to successful applicants as part of the grant

agreement and will include financial and narrative sections. Further details will also be provided to successful applicants in the detailed workshop guidelines.

Individual workshop participants will be asked to complete an online baseline survey, a baseline follow up survey six months after the workshop and a post workshop feedback questionnaire. Principal Applicants will be asked to send the link to the baseline survey to their participants and also to administer the post-workshop questionnaire.

Ethics and research governance

It is essential that all legal and professional codes of practice are followed in conducting work supported under this Programme. Applicants must ensure the proposed activity will be carried out to the highest standards of ethics and research integrity. Specifically, applications that involve research on animals, human participants, human tissue, or patient/participant data must be accompanied by necessary permission certificates from the relevant local ethical review committees/authorities in the UK and in Brazil, or an undertaking to obtain this permission in advance of the activity commencing. Failure to do so will result in applications being rendered ineligible and any funding already committed through this Programme being rescinded.

Please refer to the Research Councils UK '[Policy and Guidelines on Governance of Good Research Conduct](#)', the InterAcademy Partnership report '[Doing Global Science: A Guide to Responsible Conduct in the Global Research Enterprise](#)' or contact us at ISPF-Amazonia@britishcouncil.org for further guidance.

Safeguarding

British Council condemn all forms of harm and abuse, including bullying and harassment. We take a zero-tolerance approach to harm and abuse to any individual employed through or associated with our programmes in all contexts; whether in humanitarian or fragile and conflict-affected settings, in other field contexts, or within the international or UK research and development community which we fund. We expect organisations to promote the highest standards in organisational culture and have in place the systems and procedures required to prevent and tackle all incidents of harm and abuse. Applications should detail how they will identify and manage safeguarding risks within their projects.

Diversity

The British Council is committed to equality, diversity and inclusion in all our work. This includes avoidance of bias due to gender, disability, racial or ethnic origin, sexual orientation, or religious belief.

Principal Applicants are expected to promote diversity and must ensure that no applicants are excluded from participation on the basis of ethnicity, gender, religious belief, sexual orientation or disability.

Successful applicants may apply for funding to cover extra costs for such participation. Please email ISPF-Amazonia@britishcouncil.org with requested costs to cover the inclusion of under-represented groups for consideration and quoting your unique application reference number.

Please contact us at ISPF-Amazonia@britishcouncil.org for further information on funding and for more on the British Council's approach, see our [Equality Policy](#).

Application process

Applicants must submit **a completed application form via the [online application form](#)**.

A [word version](#) of the online application form can be found on the opportunity webpage. Word versions are for information only. Your application must be submitted using the online process.

E-mail submissions will not be accepted.

The online application form allows applicants to enter information and save it for a later date until final submission. There are strict character limits for each section which cannot be exceeded.

Failure to submit all supporting documents, or submission of documents which do not comply with these requirements, will render the application ineligible. Appeals against this decision will not be accepted. The documents are:

- Two statements of support for the workshop from the Head of Department (or equivalent). One statement from the UK institution and one from the Brazilian institution.

The statements of support must consist of approximately 400-500 words and be written either on headed paper and signed (Word or pdf format) or in a formal email from the Head of Department (or equivalent) (pdf format) and has to be submitted online together with the application form. If the applicant is a Head of Department, another senior academic should sign the supporting letter).

The statements of support from the two Heads of Department must include reference to the Principal Applicants and comments on the following questions:

- Why is this research area important?
- Why do you want to make contact with the proposed Brazil institution?
- How will the link be sustained?

If a researcher is not on a long-term contract, please confirm that the research visit will result in a longer-term collaboration.

Please ensure the combined size of the documents does not exceed 10MB.

Any problems with the online submission system should be reported to the following email address: ISPF-Amazonia@britishcouncil.org.

Applicants must confirm on the online form that:

- Applicants have obtained **permission to submit the application on behalf of the UK and Brazilian institutions**
- The UK's Principal Applicant's institution **is willing to receive the funds and to sign a grant agreement with the British Council.**
- Applicants will comply with British Council policies on prevention of fraud, bribery, money laundering and addressed any other financial and reputational risk that may affect a transparent and fair grant award process. See: <https://www.britishcouncil.org/organisation/transparency/policies/anti-fraud-and-corruption>

Once you submit, you will not be able to edit your application. Please also be advised that the UK Amazonia BR/UK Team do not have permission to make changes to your application. Any other documents sent late or separately will not be considered. Once the online application is submitted, applicants will receive a confirmation email containing the application reference ID number and a pdf copy of the application and supporting documents. This acts as acknowledgement of receipt by the British Council system. This reference number must be used in all communications with the British Council. Applicants who have not received an automated email confirmation should contact the British Council at ISPF-Amazonia@britishcouncil.org.

Application assessment and notification of results

Applications will be assessed against the eligibility and quality criteria (Appendix 2 and 3). Applicants whose application are rejected at the eligibility stage will have one week to appeal against the decision.

Selection process

Selection begins with an eligibility check by the British Council against the eligibility criteria given in these Guidelines, including Appendix 1 and the Eligibility Checklist at Appendix 2.

Eligible proposals then undergo independent external quality review on the basis of quality, fit to development needs and country priorities and the overarching Amazonia BR/UK Workshops objectives.

Eligible workshop proposals will be assessed in the UK by one of five Review Panels:

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

Principal Applicants must indicate in their online application form which Review Panel their proposal should be assessed by, and the subject(s) their research covers. Up to 3 subject areas can be selected in priority order, but the applicant can indicate only one Review Panel.

In the UK, Workshop proposals will be assessed by two reviewers against the quality criteria in Appendix 3. Each review results in a total score between 0 and 60. The final score will be decided by the Review Panel. Applications scoring less than 30 points will be considered not fundable. However, please note that achieving an average score of 30 or above does not imply that the proposal will be funded.

The final selection decision will be made in country- in collaboration with national stakeholders and partner funding organisations. National and partner research priorities will be considered in the final decision in addition to the general assessment criteria under this programme. Please see Appendix 1 for priority areas by country.

As detailed previously in this guideline, only those proposals will be considered for funding that have clearly articulated relevance to the economic development and social welfare of low and middle-income- countries, benefitting poor and vulnerable populations in these countries.

Successful applicants will be notified approximately 4 months after the call deadline.

Call deadline

The submission deadline is **12:00hrs UK time on 7th January 2024**. Proposals submitted after the deadline **will not be considered for funding**.

The deadline applies to all parts of your application, including upload of fully completed supporting documentation. Any applications which are not submitted *in full* by the deadline, with all required supporting documents, will be considered *ineligible*. Appeals against this decision will not be accepted.

Data protection

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.

our 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.

Rights

The British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. 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 have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For further detailed information on how we process personal information, please refer to the privacy section of our website, www.BritishCouncil.org/privacy-cookies/data-protection or contact your local British Council office (ISPF Team). We will keep your information for a period of 7 years from the date of your last activity under the ISPF programme.

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;
- 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. Please read the text to this effect on the application form and tick the box to show that you understand this.

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 activities in the UK and in the International Science Partnerships Fund (ISPF) country, Brazil.
- 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 [here](#). 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 ISPF-Amazonia@britishcouncil.org in accordance with the provisions of this call for applications by the application deadline. The British Council reserves the right not to make any changes to the Grant Agreement.
- The British Council is under no obligation to consider any clarifications / amendments to the Grant Agreement requested following the application deadline.

Monitoring and evaluation will be in line with British Council ISPF reporting requirements. Successful applicants will be required to complete interim and final reports. To enable a case study to be written about the award, awardees will be asked to engage in follow-up monitoring and evaluation of the project for up to 5 years beyond its end date. British Council reserves the right to include additional monitoring requirements. More information will be provided to successful award holder.

APPENDIX 1: COUNTRY SPECIFIC- GUIDANCE AND GRANT RATES

Please note that the unit costs given below constitute the maximum amounts that can be requested in each category and that all budget requests will be assessed for feasibility and appropriateness. While the maximum contribution cannot be exceeded, applicants can request less in which case the amount requested cannot be increased at a later stage.

Calculating your budget request

To calculate the budget contribution that can be requested in each category, applicants should use the unit costs for each country where the workshop takes place, please refer to country specific grant rates tables in this Appendix 1. **Budget costs must be rounded to the nearest £ value on the application form.**

International travel unit rates and visa costs should be multiplied by the number of international participants.

Domestic travel unit rates should be multiplied by the number of domestic participants.

Subsistence should be multiplied by the combined number of International and domestic participants and by the number of days the workshop lasts.

EXAMPLE: The budget for a workshop lasting 3 days and taking place in Brazil attended by 20 UK based researchers and 20 researchers based in Brazil would be calculated as follows:

20 X £1,400 (international travel) = £28,000


20 X £360 (domestic travel) = £7,200

40 X £120 (subsistence costs) = £4,800 X 3 days (duration of the workshop) = £14,400

40 X £30 (event rate) = £1,200 X 3 days (duration of the workshop) = £3,600

= £53,200 total maximum contribution that can be requested

The Principal Investigators may apply for additional funding to support and ensure adequate participation of marginalised groups including but not limited to females with care responsibilities, people living with disabilities, and individuals with a language barrier.

1. BRAZIL	
National partner	Iniciativa Amazonia+10 
Research Priorities:	<ul style="list-style-type: none"> • Biodiversity and climate change • Protection of traditional communities • Urban challenges across the Legal Amazon • Bioeconomy to promote a new model of development
Additional eligibility criteria:	

Grant Rates	
International travel:	£1400
Domestic travel:	£360
Subsistence costs per person per day:	£120
Event costs per person per day:	£30

APPENDIX 2: ELIGIBILITY CRITERIA CHECKLIST

Eligibility criteria checklist	
The application has been submitted by the applicant by the published deadline	
The applicants have uploaded letters of support from each of the Principal Applicants' home institutions	
The application form is completed in full and complies with instructions given	
The application form has been completed in English	
Only one application per Principal Applicant has been submitted in this round (please note that there is no limit on the number of applications submitted per institution)	
The workshop will take place between 15 March and 31 st July 2024	
The institutions where the Principal Applicants are based are recognised publicly funded research establishments or Higher Education Institutions (can include private universities)	
Applicants must have the capacity to administer a grant and satisfy British Council requirements to prevent bribery, fraud and professional misconduct.	
Applicants will confirm that they comply with British Council requirements by responding to pre-submission questions in the online application form	

APPENDIX 3: QUALITY REVIEW SCORING SYSTEM

Assessment of the quality and development relevance of the proposals will be performed by panel members in the UK, and the final funding decisions will be made in discussion with British Council and Brazilian partners, if applicable. Proposals with an average score of less than 30 points are considered not fundable. Equally, only proposals that have clearly articulated relevance to economic development and social welfare of the partner country will be considered for funding.

Section 1: Relevance to economic development and social welfare	Score	Range
<p>The proposal clearly articulates a plausible route for the research to lead to positive impact on the lives of people on low income and contribute to the economic development and social welfare of the partner country and within a reasonable timeframe (within 10 years).</p> <p>Please see guidance for applicants for further details.</p>		YES/ NO

Section 2: Relevance to gender equality	Score	Range
<ul style="list-style-type: none"> Measures are in place to ensure equal and meaningful opportunities for people of different genders to be involved throughout the project. This includes the development of the project, the participants of the research and innovation, and the beneficiaries of the research and innovation. The project will have a positive impact on people of different genders, both throughout the project and beyond. The potential impact on the relations between people of different genders and people of the same gender is clearly described. For example, changing roles and responsibilities in households, society, economy, politics, power, etc. Risks and unintended negative consequences on gender equality will be monitored, avoided or mitigated against. Relevant outcomes and outputs will be measured with disaggregated data by age, race, socio economic backgrounds, disability and gender (where disclosed). 		Sufficient/ Insufficient

Section 3: Research quality and relevance	Score	Range
		0–20
<ul style="list-style-type: none"> The academic importance and timeliness of the research topic is clearly demonstrated. The Principal Applicants have sufficient relevant experience to lead the proposed workshops and achieve the stated objectives. The collaborating institutions are of appropriate academic standing. 		<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>

Section 4: Workshop proposal	Score	Range
		0–20
<ul style="list-style-type: none"> The description of the workshop includes clear, feasible and realistic objectives and outputs. There is clear evidence that the proposed workshop supports new links or significantly extends and develops existing links. The benefits and relevance of the collaboration to the UK and Brazil institution, and to the research itself, are clearly described. There is strong evidence of support from both the home and host institutions. The workshop is justified as a standalone activity, or as part of a larger programme. The agenda of the workshop is well structured with interactive sessions. 	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>	

Section 5: Sustainability and capacity building	Score	Range
		0–20
<ul style="list-style-type: none"> The potential in terms of professional development and capacity building for early career researchers taking part in the workshop, and for other potential beneficiaries, is clearly described. The proposal includes a clear and feasible description of how the Principal Applicants' institutions intend to sustain their collaboration over the longer term. 	<p>20 points: Meets all criteria to an exceptional level</p> <p>16 to 19 points: Meets the majority of the criteria to a very high level</p> <p>11 to 15 points: Meets the majority of the criteria to a high level</p> <p>6 to 10 points: Meets the majority of the criteria to an adequate level</p> <p>1 to 5 points: Meets some of the criteria to an adequate level</p> <p>0 points: Fails to meet any of the criteria to an adequate level.</p>	
Total score for quality assessment (Section 2 + Section 3 + Section 4)	Score	Range
		0–60