**International Science Partnership Fund**

**Research Collaboration Grants – 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://britishcouncil2.formstack.com/forms/ispf_research_collaborations_23_24)

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

Proposal Summary

Working title of Project

Duration of project (months)

Total full economic cost of the project in GBP

Total Grant Requested

UK Project Leader

UK Project Leader Title (Dr, Miss, Mr, Mrs,

Professor)

Other Title Used:

UK Project Leader Name

UK Project Leader Position

UK Project Leader Gender

Department and 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?

Institution (Please enter the full legal name)

Institution type

Full UK Institution Address

UK region

Head of Department (or equivalent). This will be the person who will sign the Institutional Statement of support.

Email address of Head of Department (or equivalent)

Name of UK Institution Legal Representative

Email address of UK Institution Legal Representative

Formal legal description of contracting institution including registered office address

International Project Leader

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

Other Title Used:

International Project Leader Name

Position

How many hours per month do you spend on research related activities? (International Project Leader)

How many hours per month would you dedicate to the proposed collaboration? (International Project Leader)

Gender

Department and Job title (e.g., "Professor of Engineering")

International Project Leader phone number

International Project Leader email address

Institution (Please enter the full legal name)

Institution type

Full Address of Institution

Head of Department (or equivalent). This will be the person who will sign the Institutional Statement of support.

Email address of Head of Department (or equivalent)

1. Proposal Summary

Project Abstract (no more than 2000 characters)

2. The Research Project

Objectives of the project (up to 5; specific and achievable) (No more than 1000 characters)

Which of the Sustainable Development Goals are applicable to this project (if any)? (choose up to three)

Key deliverables and anticipated outputs (No more than 1000 characters)

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 5000 characters)

Indicative timetable with milestones covering the entire lifetime of the grant requested. (No more than 1000 characters)

Please identify relevant stakeholders and potential users of the research and describe any existing engagement with them. (No more than 2000 characters)

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 2000 characters)

3. 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 1000 characters)

What roles will the different individuals/institutions have in the collaboration? (No more than 1000 characters)

How will the collaboration be managed (including regarding communications)? (No more than 1000 characters)

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 the International Partner? (no more than 3000 characters)

4. 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 1500 characters)

Please indicate the level of capacity strengthening:

* Individual Level
* Institutional Level
* Enabling Environment/Ecosystem Level

How will the collaboration contribute to capacity strengthening within the wider research and innovation landscape in the partner country? (No more than 1500 characters)

5. Research governance and ethics

Please describe how you will ensure that the activity will be carried out to the highest standards of ethics and research integrity at least equivalent to those of the UK (no more than 2000 characters)

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. (No more than 2000 characters)

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

Human participation; Human tissue; • Patient/Participant data; Animal research; Genetic and biological risk; Arms/Military Research (including dual use technologies or goods

* No
* 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.

6. Gender Equality Statement

This statement must outline how you have taken meaningful yet proportionate consideration as to how the project will contribute to reducing gender inequalities. Please address the following five areas/questions in regard to the project team and the outputs from the research:

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)?

(No more than 3,500 characters) "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."

7. 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.  
  
A safeguarding risk assessment outlining the measures, including reporting procedures, and support that will be put in place for the placement of your fellows and the programme activities is required to be submitted with the application.

Please detail how you will identify and manage safeguarding risks within your project. (No more than 1500 characters)

8. Intellectual Property Rights

Will the intellectual property created through the collaboration be protected?

If Yes:

please provide brief details of the arrangements to be made regarding IPR (No more than 500 characters)

9. Associated Partners

Please list any associated partners, indicating the type of organisation (i.e. higher education/research establishment, technology transfer office, not-for-profit/non-governmental organisation, commercial/for-profit organisation) and the country (UK or partner country). Please upload a PDF file with further information on the associated partners (see final pages of this form). This should include up to 300 words per partner, summarising the relevant organisational and individual skills, knowledge and experience that each associated partner will bring to the project and the roles they will take.

10. Budget request

Total Directly Incurred Staff Costs 100% FEC 0

Total Directly Incurred Staff Costs 80% 0

Justification for Staff Costs

Directly Incurred Costs Travel and 0

Subsistence 100% FEC

Directly Incurred Costs Travel and 0

Subsistence 80% FEC

Justification for Directly Incurred Travel and Subsistence Costs

Other Directly Incurred Costs 100% FEC 0

Other Directly Incurred Costs 80% FEC 0

Justification for Other Directly Incurred Costs

Directly Allocated Investigators Costs 100% FEC 0

Directly Allocated Investigators Costs 80% FEC 0

Justification for Directly Allocated Investigators Costs

Directly Allocated Facilities Costs 100% FEC 0

Directly Allocated Facilities Costs 80% FEC 0

Justification for Directly Allocated Facilities Costs

Other Directly Allocated Costs 100% FEC 0

Other Directly Allocated Costs 80% FEC 0

Justification for Other Directly Allocated Costs

Estates and Indirect Costs 100% FEC 0

Estates and Indirect Costs 80% FEC 0

Exceptions 100% FEC 0

Exceptions Costs 80% FEC 0

Justification for Other Costs

TOTAL FUNDING REQUESTED 100% FEC 0

TOTAL FUNDING REQUESTED 80% FEC 0

11. Assessment of the proposal

Please indicate which of the following British Council Review Panels is the most appropriate to assess your proposal. Please select 1 Review Panel you will then be able to choose up to 3 subject areas in priority order within the chosen 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

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

* 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

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Further Documents

Narrative CV of UK Project Leader

Narrative CV of International Project Leader

Detailed project budget (Using Budget form from British Council website)

Statement of Support Head of Department (or equivalent) of the UK Institution

Statement of Support Head of Department (or equivalent) of the International Partner institution

Safeguarding risk assessment

Combined statements of support from Associated Partners

13. Pre-submission checks

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

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

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

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

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

Neither the UK nor the International Partner's home institution have entered into an arrangement with creditors or suspended business activities, or have any analogous situation arising from a similar procedure provided for by national legislation or regulations.

Neither the UK Project Leader nor the International Partner Project Leader are guilty of grave professional misconduct proven by any means which the contracting authority can justify.

Neither the UK nor the International Partner Project Leader have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests.

Neither the UK t nor the International Partner Project Leader have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the British Council and partner organisations' financial interests.

Neither the UK Applicant nor the International Partner Project Leader are guilty of misrepresentation in supplying the information required as a condition for participation in the grant award procedure or of failure to supply this information.

**The applicant must provide the British Council with all information reasonably requested by the British Council to complete the screening searches. Before continuing, please confirm you have read and understood the above notice.**

14. Submission

Please tick this box to confirm that you are willing for the British Council to share your information with partner organisations for the purpose of this funding application (please note; if you do not agree to this, we may not be able to consider your application for funding).

The British Council wishes to publish information on successful applications (including the summary provided on the first page of 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.