Supporting Connections in English Language Teaching (ELT) Research and Continuous Professional Development (CPD) Travel Grant (China)

Application Form

Deadline for applications is Monday 20 February 2023 at 9am, Beijing time. Please submit your application form and supporting documents to [elt@britishcouncil.org.cn](mailto:elt@britishcouncil.org.cn) and CC to [liang.junhong@britishcouncil.org.cn](mailto:liang.junhong@britishcouncil.org.cn)

The subject of your email should be: Supporting Connections in ELT Travel Grant 2023

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| section 1: project Title & contact details | | | | |
| **UK institution** | | | | |
| Lead applicant name, title and position |  | | | |
| Email address and phone number |  | | | |
| Institution name and address |  | | | |
| Country |  | | | |
| **Institution/Organisation in China** | | | | |
| Lead applicant name, title and position |  | | | |
| Email address and phone number |  | | | |
| Institution name and address |  | | | |
| **Project details** | | | | |
| What is the priority theme that you will address? |  | | | |
| What is the proposed date of your visit? (Can be tentative) (It must be between 1 April 2023 until 28 *February 2024)* | Travel grant start date: |  | Travel Grant completion date: |  |
| What is the total funding requested from British Council?  (Maximum £5,000) | The Activity Based Budget template (Annex 2) must be completed and the costs for all activities funded by the grant must be provided. Your proposal will not be considered without this. | | | |
| What is the total co-funding and/or in-kind supports secured from other sources (if any) | Co-funder:  Total co-funding:  In-kind supports: | | | |
| The total number of people benefitting from your travel grant. | | | | |
| Please provide their names, title, and position |  | | | |

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| section 2: Proposed plan of the visit | |
| Please summarise the activities that you plan to undertake as part of the Travel Grant.  (250 words) |  |
| What are the specific objectives of the visit?  (300 words) |  |
| What are the specific deliverables of the visit?  (300 words) |  |
| What features of the China host institution(s) make them particularly well-suited to successfully achieve the objectives and deliverables of this project? You may also emphasise any complementary expertise, facilities and academics in your institution and your partner institution that will enhance the project partnership  (250 words) |  |
| Please describe how your home institution will support your visit.  (150 words) |  |
| Have you previously been involved in any partnerships with the receiving institution? | Yes/No  If yes, please give further details on previous collaborations and the added value of your proposed visit. |
| **If no** active collaboration has previously taken place, how have the teams come to know one another? Select one option | ( ) Through input from institution  ( ) Organic network of team members  ( ) Tangential collaboration within own department/school  ( ) Tangential collaboration within institution  ( ) Other (please explain) |
| **Gender Statement**  Please describe any impacts of the project will have on gender equality.  (Max 300 words) |  |
| **Value for Money**  How will you achieve the best possible outcomes with the funding and resources available?  (Max 200 words) |  |
| **Impact to Environment**  What is the expected impact of the proposed project on the climate and environment (both throughout the project and beyond)? |  |
| **EDI –** Is this project including or addressing any additional Equality, Diversion, and Inclusion aspects (e.g., age, disability, ethnicity, religion, sexual orientation, and socio-economic background)? |  |

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| section 3: SUSTAINABILITY | |
| Please give a description of how you and your group/department/institution plan to continue the collaboration after your visit.  (500 words) |  |

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| section 4: risk management | |
| What are 3 key risks in implementing the project and how are you going to manage them? | Risk 1:  Management: |
| Risk 2:  Management: |
| Risk 3:  Management: |

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| section 5: Additional information | |
| Please use the space below to include any additional information that you feel is relevant to your proposal but not covered elsewhere in the application form.  (Max 300 words) |  |

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| section 6: Supporting Documents | |
| CVs (of the intended travel grant beneficiaries) - (**maximum 2 sides of A4 per person)** | Y/N |
| * Letter of support from the host institution from the Head of Department (or equivalent). | Y/N |
| Budget request (Annex 2: Activity Based Budget template) | Y/N |

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| section 7: pre-submission confirmation  \*both uk and partner country Lead applicants must confirm the following\* | |
| Neither the UK nor partner country Lead Applicants are or may be subject of a conflict of interest during the grant award procedure.   * I confirm the above * I am unable to confirm the above | |
| Have you obtained permission to submit this application on behalf of the UK and partner country institutions?   * Yes * No | |
| Both the UK and partner country Lead Applicants and their home institutions have the professional resources, competencies and qualifications necessary to complete the proposed action.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor partner country Lead Applicant`s institutions are bankrupt, being wound up, or having their affairs administered by the courts.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor partner country Lead Applicant's institutions 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 the above * I am unable to confirm the above | |
| Neither the UK nor partner country Lead Applicants are guilty of grave professional misconduct proven by any means which the contracting authority can justify.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor partner country Lead Applicants 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 or partner organisations' financial interests.   * I confirm the above * I am unable to confirm the above | |
| Neither the UK nor partner country Lead Applicants 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.   * I confirm the above * I am unable to confirm the above | |
| Does the UK Freedom of Information Act or similar act apply to your organisation?   * Yes * No | |
| I understand that the British Council will sign the grant agreement with the UK university and will channel the grant to UK leading university. The UK leading university must discuss and plan with the China institution/organisation on how to channel the grant and manage it. | Y/N |
| I understand that the terms and conditions of the grant agreement cannot be amended after the application form is submitted and we will sign the grant agreement if the project is selected for the grant. | Y/N |
| The lead applicant holds a permanent post at an eligible UK institution / organisation. | Y/N |
| The mobility will take place between 1 April 2023 until 28 February 2024. | Y/N |
| 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 institutions nor any of the applicants’ employees, partners, directors, shareholders are 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.  **I confirm that I have read and understood the above notice.** | Y/N |

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| SECTION 8: data protection notice |
| The British Council will use the information provided in the application for processing the application, for the award payment, monitoring, maintenance, and review of the award.  To carry out the selection process for this grant, we may also share your information with our national partner organisations. The reason for this is that in countries where we work with partner organisations, the final decision on grants will be made in collaboration with them.  British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards.  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 detailed information, please refer to the privacy section of our website, [**https://www.britishcouncil.org/privacy-cookies/data-protection**](https://www.britishcouncil.org/privacy-cookies/data-protection) or contact your local British Council office. We will keep your information for a period of 7 years from the time of collection.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **I have read and understood the above**  (Please put an X sign) | **Yes** |  | **No** |  | |
| |  |  | | --- | --- | | 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). | I am willing for my information passed on to British Council partner organisations for the purpose of this funding application. | | 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. | I agree to be contacted, should the British Council wish to use my information/gather further information for publications or promotional material | | The British Council will not publish personal details on their website or via other media  without prior permission. | I agree to my information being put on the British Council website | |

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| Submission process note |
| Please note that a confirmation email will be sent to your email address. If you do not receive the email following the submission of this form, please the British Council within 3 working days from the deadline. |

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| section 9: SIGN-OFF | |
| The proposal must be signed off by the Lead Applicant | *I hereby declare that all information provided in this application (and any other required documents) is correct, accurate and complete to the best of my knowledge*.  Name, position, date: |